# TOGETHER_RGB_MASTER

# Project Manager

**Job Description**

## Job Purpose

Management of a Together service in accordance with relevant policies and procedures, ensuring that the project and its staff reflect Together’s culture and ethos and that service user needs are met.

**Key Responsibilities**

* Ensure that the service is delivered in accordance with relevant legislation and policies
* Where the service is registered, fulfil the registered manager role, which includes attainment of NVQ level 4.
* Act as a local point of reference and information on issues regarding values and vision; ensure that your team understands and supports our aims.
* Be responsible for keeping staff and service users up to date on Together’s messages
* Champion the need for service user choice, involvement and leadership; ensure that your team works with service users to elicit their views and needs to enhance service delivery and further Together’s aims
* Provide guidance and support to staff to help them to carry out their roles effectively, and ensure they understand what is required of them and provide cover for operational roles when required
* Ensure the service takes advantage of all relevant networking opportunities and is involved in local and national initiatives that will enhance the service.
* Be responsible for recruitment within the project, ensuring that the service is staffed fully with competent staff and that rotas are completed in the most cost effective manner
* Work with individuals, ensure that new starters are inducted fully and that appropriate training and development, supervisions and appraisals take place within appropriate timescales
* Ensure that new service users are welcomed into the service and that they receive the appropriate support and assistance in assimilating into the project.
* Overall responsibility for the Activity Programmes for all areas of the service including range of activities available, quality of delivery and resourcing.
* Ensure that the project is run in the most economical manner, paying due care and attention to income and expenditure. Liaise with the Operational and Development Manager in monitoring and controlling the budget.
* Ensure that you and the team understand the importance and sensitivity of staff, service user and financial records. Ensure that they are treated correctly and destroyed in accordance with procedures.
* Manage and monitor the work within the service, ensuring that specific targets are met and line management is kept informed where appropriate.
* Be prepared to challenge practices and attitudes within your service that do not meet Together’s expectations and requirements.

#### Confidentiality

* Information relating to users must be treated in the strictest confidence and discussed only within the project with the appropriate members of staff or with named assessor/care co-ordinator.
* Information relating to staff must be treated in the strictest confidence and discussed only with other senior staff or line manager.

This list is not exhaustive and amendments and additions may be required in line with future policy changes.

#### Equal Opportunities Statement

We acknowledge the unique contribution that all Together employees and service users can bring to the work of the projects and the organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Full details may be found in the Human Resources Policy and Procedure Manual. Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.



**Project Manager**

**Person specification – competencies**

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| **Competency requirements** | **Indicators** |
| **Personal values** | * Holds values that are consistent with Together’s
* Understands concept of wellbeing and promotes Together’s contribution to it internally and externally
* Is committed to service user leadership
* Is committed to own personal development
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| **Decision making** | * Demonstrates an understanding of current relevant legislation as it applies to the service and staff for which the post is responsible
* Understands own sphere of authority but defers to line manager as appropriate
* Applies knowledge, experience and policies and procedures appropriately
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| **Planning and delivering** | * Is outcome focused and aims for excellence
* Understands the principles and purpose of business planning
* Liaises with line manager in agreeing priority areas for action
* Accepts accountability for success or otherwise of team
* Identifies risks and makes contingency plans
* Identifies improvements which can be made, in line with Together’s corporate strategy
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| **Managing resources** | * Develops clear plans with the Operational and Development Manager, using sound financial skills, for acquiring, allocating and managing financial resources which support Together’s vision, values, strategies and objectives
* Effectively monitors the budget to ensure income and expenditure targets are achieved
* Develops clear plans with the Operational and Development Manager for the recruitment, deployment, management and retention of people which support Together’s vision, values, strategies and objectives
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| **Managing others** | * Encourages the development of staff at all levels
* Promotes a culture which is inclusive and supportive and adheres to the needs of service users
* Encourages innovation and continuous improvement
* Sets and monitors high standards of performance and deals effectively with issues of poor performance
* Supports major change programmes affecting the organisation as a whole
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| **Managing relationships** | * Develops effective networks locally with all stakeholders
* Encourages team working and skills sharing
* Encourages an open, positive and outward-looking culture by role modelling
* Acts at all times as an ambassador for Together
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| **Managing communications** | * Communicates clearly, persuasively and appropriately, orally and in writing
* Ensures staff and service users have access to all relevant organisation-wide communication
* Competent in the use of basic information technology
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Experience of delivering mental health services, including assessment of risk and residential care (where applicable) is essential.

A relevant qualification or comparable demonstrable experience is essential. For residential services, registered manager status is essential.