



Job Description

JOB TITLE: Project Manager

SECTION: Adult Community Services

REPORTS TO: Chief Operating Officer (COO)

LOCATION: 35 Hendon Lane, Finchley, N3 1RT,
54 Station Road, Hendon, NW4 3SP

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Context and Purpose of the Job

Under the direction of the COO, to manage and develop the Adult Community Services.

To work in partnership with people with learning disabilities and autistic people to identify, devise, co-ordinate and monitor the outcome of a range of day and evening leisure and learning opportunities for people to access based in the Community.

To work as part of Barnet Mencap's Senior Management Team.

To represent Barnet Mencap at multi-agency forums and to work in partnership with other organisations.

Major Duties and Responsibilities

To manage the Adult Community Services team.

To safeguard children and adults at risk. To identify risks, report any concerns, refer to the social work teams and attend meetings.

To assess the strengths and needs of potential service users and achieve wellbeing outcomes that are important to them.

To promote the inclusion of people with learning disabilities, respect their rights and choices; promote independence; and involvement in the community.

Incorporate the views of people with learning disabilities in the running of the services.

Establish and develop links with family carers and listen to their views.

To ensure that the Service is appropriately staffed with a good skills mix and use of volunteers.

Maintain appropriate records in electronic and paper formats and provide data and reports in line with the requirements of funders.



Job Description

Use IT, communications, and manage data safely and effectively.

To identify and manage risks for staff and for people who use the services.

To attend reviews, managers' meetings and other meetings as appropriate.

To develop skills and knowledge, undertake training, and work in line with best practice.

To implement the Health & Safety policy and procedures.

To investigate and respond to complaints.

To maintain a working knowledge of legislation regarding care, Health & Safety.

To devise and implement an annual Development Plan.

Qualifications

To hold a recognised Managers' Award, or equivalent, or undertake training to achieve it.

Staff Management

To manage the team, positively promote teamwork and lead the service in a time of change.

To provide regular supervision sessions of a high quality and record them.

To identify staff training and implement an annual Training Plan.

To carry out Annual Performance Appraisals.

To recruit staff and provide an induction for new staff and volunteers.

To hold regular staff meetings.

To effectively communicate with staff teams.

To monitor attendance, time keeping, sickness and other HR matters and contribute to the organisation's HR KPIs.

To help maintain a bank of sessional staff.

To undertake investigations for Grievance and Disciplinary matters.



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Financial Management

To manage the income and expenditure for the service and implement Barnet Mencap's financial procedures, including spending limits.

To help establish a budget for the service and monitor budgets at the quarterly meetings.

To highlight to the COO any financial difficulties in a timely way.

To apply for or contribute to applications for contracts and grants.

To manage day-to-day budgets, including petty cash, invoices, spending, charges, and service users' finances, as appropriate.

Health & Safety/Premises

To ensure Health & Safety policies are understood by staff and implemented.

To ensure staff follow procedures for food hygiene, first aid, fire safety, lone working, lifting and handling and other Health & Safety regulations.

To maintain Health & Safety records.

To ensure that premises, furniture and equipment are maintained to appropriate standards.

To identify, record and manage Health & Safety risks.

To consult with staff and people who use the service on Health & Safety matters.

To report any Health & Safety concerns in a timely way to the COO.

Equality, Inclusion and Diversity

To implement Barnet Mencap's Equality, Diversity and Inclusion (EDI) policy, to actively promote equality, diversity and inclusion in service provision and staffing matters.

To develop and implement EDI targets in the annual Development Plan.

Board of Trustees

To work positively with Trustees and to produce information to help them fulfil their governance responsibilities.



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Promotion

To develop links with the community and other organisations, to promote Barnet Mencap and its services, as well as a positive image of people with a learning disability and/or autism.

To contribute to Barnet Mencap's communications strategy and ensure there is a range of leaflets, newsletters, bulletins and social media posts.

Flexibility

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above and be required to change duties in response to the needs of the service. Such duties, however, will fall within the scope of the post, at the appropriate grade.

To accept and respond to out-of-office emergencies.

General

The duties and responsibilities of this post may change over time. Only significant additional duties or responsibilities as required by the COO will render the post for evaluation.