**Barnet Mencap**

**Job Description**

**Job Title: Business and Strategy Manager**

**Reports to: Chief Executive**

**Location: Hendon Lane, Finchley N3 1RT**

**Context and Purpose of the Job**

Under the direction of the CEO, to manage and develop the Project Support Service.

To work as part of Barnet Mencap’s Senior Management Team to deliver services and develop the organisation

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

**Major Duties and Responsibilities**

To manage the Project Support team.

To manage and develop the HR responsibilities for the organisation; the payroll and finance systems; IT and Communications; and the Office Management services.

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

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

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

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

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, to 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 HR, Data Management and Health & Safety.

To devise and implement an annual Development Plan.

**Qualifications**

To hold a recognized Managers’ Award, or equivalent, or undertaking training to achieve it.

**Staff Management**

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

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

To identify staff training and implement an annual Training Plan.

To carry out Annual Performance Appraisals and six-month reviews.

To recruit staff and provide an induction for new staff.

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 organizations’ HR KPIs.

To help maintain a bank of sessional staff and volunteers.

To undertake investigations for Grievance and Disciplinary matters.

**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 Chief Executive any financial difficulties in a timely way.

To apply or contribute to applications for contracts and grants

To manage day to day budgets, including petty cash, invoices, rent, charges, and including 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 CEO.

**Equality, Diversity and Inclusion**

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.

**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 a period of time. Only significant additional duties or responsibilities as required by the Chief Executive will render the post for evaluation.

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**Person Specification**

**Experience Relevant to the Post**

Experience of working within an administrative role, in a health or social care setting.

Experience of staff management/supervision and appraisal.

**Skills/Abilities**

Knowledge of HR requirements, and experience of working with other managers to implement effective HR policies and procedures.

An understanding and experience of implementing safeguarding procedures for children and adults at risk.

Knowledge of accounting systems and Sage Payroll

Experience of managing and leading a staff team.

Ability to promote teamwork.

Good communication skills.

Knowledge of finance procedures, managing budgets and reporting on finance matters.

Experience of developing and improving services.

Good IT skills and ability to present data and reports.

**Knowledge**

To meet all Health & Safety requirements.

Knowledge and experience of staff development, supervision, performance appraisals and identifying training needs.

Ability to liaise with family carers and professionals.

Experience of recruitment, interviewing, selection and inducting new staff, and implementing HR procedures.

Experience of providing staff supervision and performance appraisals.

A good understanding of health and social care policy for children/adults with learning disabilities/autism

**Education**

Professional Qualification, e.g., NVQ 5 or willingness to work towards it.

**Training**

Able to identify staff training needs and implement a training plan.

Able to undertake training and personal development.

**Equality, Diversity, and Inclusion (EDI)**

To understand and promote EDI.

**Special Job Requirements**

To be flexible and to positively manage change.

To work evenings and weekends as required.