

**ROLE PROFILE**

**JOB TITLE: ASSISTANT PROJECT MANAGER**

**LOCATION: LANARK**

**CONTRACT TYPE: PERMANENT**

**REPORTING TO: PROJECT MANAGER**

**HOURS PER WEEK: 31**

**SALARY SCALE: £28,504 - £30,005**

**PURPOSE OF THE JOB**

The Assistant Project Manager will assist the Project Manager in the responsibility for both delivery and management of the Association’s Lanark service. You will:

* assist in the management of a team of Project Workers and a Domestic Worker;
* take appropriate responsibility for the accommodation – 10 bedded unit and 2 dispersed properties;
* be working with vulnerable people experiencing homelessness.

The staff team is responsible for providing a high quality support service to service users, encouraging them to build their skills and confidence.

You will be required to work shifts as determined by the operational requirements of the project.

**OUR VALUES**

Our values are at the core of everything we do. They influence our strategy, our vision and the behaviours that we expect of our staff. They are:

* Being people focused
* Integrity
* Quality
* Going the extra mile.

**MAIN DUTIES AND RESPONSIBILITIES**

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| 1. | To assist in the management, supervision and support of the staff team, including participation in their recruitment and selection; |
| 2. | To assist the promotion of the professional development of staff in accordance with the Association’s policy of performance appraisal; |
| 3. | To assist with the ensuring of adequate staffing cover for the service at all times by appropriate shift rotas and deployment of employees, both permanent and relief; |
| 4. | To assist with the ensuring of the assessment and management of service users is regularly monitored and appropriately managed; |
| 5. | To assist with the ensuring of individual support plans being constructed and implemented for Service Users with monitoring through appropriate review processes; |
| 6. | To assist with the establishment, maintenance and development of appropriate liaison contacts with all statutory partners and any other agencies; |
| 7. | To assist with the responsibility for the implementation and communication of all regulations and legislation, including Environmental Health, Fire, Health & Safety, etc.; |
| 8. | To assist with the ensuring that both staff and service users are aware of the Association’s complaints, grievance and disciplinary procedures and to assist with the ensuring that they are conducted in accordance with the agreed process; |
| 9. | To assist with the ensuring that all aspects of administration are effectively and efficiently managed, including regular reporting to the Association’s Head Office and all other agencies; |
| 10. | To regularly liaise with the Project Manager on all operational matters; |
| 11. | To participate in identified training for the purpose of professional development; |
| 12. | To assist with the ensuring that all Association policies and procedures are adhered to by staff; |
| 13. | To represent the Association in local forums as delegated by the Project Manager;  |
| 14. | To undertake any other duties as delegated by the Project Manager. |
|  | **Service users:** |
| 1. | To assist in ensuring that the assessment and management of service users is regularly monitored and appropriately managed; |
| 2. | To assist in ensuring that individual support plans are both constructed and implemented for all service users with monitoring through appropriate review processes; |
| 3. | To develop and promote participation and inclusion within the project, ensuring that service users are involved in elements of the project management; |
| 4. | To assist in ensuring that acceptable standards of cleanliness and hygiene are established and maintained in all accommodation; |
| 5. | To assist in ensuring that all maintenance and repairs issues are timeously reported and addressed; |
| 6. | To work in conjunction with project staff to ensure that the environment and ambience is conducive to the lives of the service users and is assisting them to prepare for appropriate independent living; |
| 7. | To assist in ensuring that clear and appropriate communications systems are in place to pass on relevant information regarding service users to others as appropriate, e.g. incident reports, welfare concerns; |
| 8. | To assist in ensuring that all service users are aware of the Association’s complaints procedure and that the procedures are implemented in accordance with agreed processes; |
| 9. | To assist in ensuring that all service users are treated in accordance with the Association’s policies and all relevant legislation. |
|  | **Staff** |
| 1. | To assist in the management, supervision and support of the staff team, including participation in their recruitment and selection; |
| 2. | To promote and encourage the professional development of staff, including induction, supervision, core competencies, in-house training and external training; |
| 3. | To assist in ensuring that all adequate staffing cover is provided for the service at all times by appropriate shift rotas and deployment of employees, both permanent and relief; |
| 4. | To assist in facilitating regular and structured team meetings; |
| 5. | To manage staff-related systems and procedures such as annual leave and absence management to the required standard; |
| 6. | To ensure that staff are aware of, and comply with, Association values, policies, procedures and standards; |
| 7. | To participate in the Association’s disciplinary and grievance investigation procedures as required; |
| 8. | To delegate tasks as appropriate to members of the staff team. |
|  | **Administration/General:** |
| 1. | To establish, maintain and develop appropriate liaison contacts with all statutory partners and any other stakeholders; |
| 2. | To assist in the implementation and communication of all regulations and legislation, including environmental health, fire, health and safety, etc; |
| 3. | To assist in ensuring that all aspects of administration are effectively and efficiently managed, including the registration of benefits and regular reporting to the Association’s Head Office and all other agencies; |
| 4. | To assist in monitoring the project’s occupancy levels in accordance with budgeted figures and implementing the correlating policy and procedure on voids; |
| 5. | To ensure that information/systems are updated and recorded accurately and to assist in the collation of statistical information as discussed and agreed with the Association and the local authority; |
| 6. | To assist in the strategic development of the project; |
| 7. | To represent the Association in local forums as delegated by Head Office management; |
| 8. | To undertake any other reasonable duties as required by the Association’s Project Manager or senior management team.  |
|  | **Self:** |
| 1. | To participate in identified training for the purpose of professional development; |
| 2. | To act as a role model for both staff and service users; |
| 3. | To provide a monitoring service out with normal working times by working 3 to 5 shifts per year that cover nights and weekends. |

**PERSON SPECIFICATION DETAILS**

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|  | **Essential** | **Desirable** |
| **Qualifications/****Education** | * SVQ Social Services & Healthcare at SCQF Level 9
* SVQ Level 4 Leadership & Management for Care Services at SCQF Level 10 or equivalent management award or experience
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| **Knowledge** | * Issues experienced by homeless people
* Issues experienced by care leavers
* Supervision processes in a social care setting
* Residential client group
* Homelessness and its effects
* Levels of vulnerability of the client group
* National Care Standards
 | * Local area networking / understanding of GCC Homelessness and through care systems
* Homelessness legislation
* Therapeutic intervention models
* Understanding of the social work Scotland Act
* Knowledge of legislation related to Health and Safety, discrimination and equalities
* SSSC
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| **Experience** | * Team working
* Working with vulnerable people
* Working with addiction issues
* Working with challenging behaviour
* Key working
* Supervising staff
* Dealing with multiple issues and prioritising
 | * Recording information for daily reports, weekly summaries and review updates
* Managing support planning
* Attending reviews
* Managing project budgets
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| **Skills /****Abilities** | * Effective written and verbal communication
* Appropriate assertiveness
* Ability to work under pressure
* Ability to develop and sustain positive and appropriate relationships
* Ability to motivate individuals
* Ability to motivate people using group work process
* IT literacy
* Prioritising of workloads
 | * Planning / organising work schedules
* Identifying need, planning and facilitating inputs for others
* Ability to motivate people using individual/group work process
* Ability to identify potential issues
* Ability to problem solve
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| **Personal****Qualities** | * Personal values consistent with social care
* Flexible, adaptable and reliable
* Friendly, calm and personable
* Patient, resilient and tolerant
* Excellent attendance record
* Sense of humour
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| **Personal Circumstances** | * Ability to work flexible shift patterns
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**TERMS AND CONDITIOS SUMMARY FOR CANDIDATES**

The following terms and conditions are typically offered to Association staff on fixed term and permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

**Probationary period** 6 months with a review at 3 months.

**Annual leave** 30 days’ annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)

**Pension** Contributory pension scheme. The Association contributes 3% of gross basic salary and the staff member contributes 5%.

**Life assurance** 3 times basic annual salary payable on death in service.

**Sick pay** Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks’ full pay and 5 weeks’ half pay between 3 months’ and 1 years’ service; 10 weeks’ full pay and 10 weeks’ half pay between 1 and 3 years’ service; and 26 weeks’ full pay for more than 3 years’ service.

**Employee assistance** Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.