

HOME-START BRISTOL

JOB SPECIFICATION: SCHEME MANAGER

Job title:	Scheme Manager
Employer:	Home-Start Bristol
Location:	Unit 11, Greenway Business Centre, Doncaster Road, Southmead, Bristol BS10 5PY
Hours of work:	37 hours per week, worked over 5 days, core hours: normally 8.30-4.00
Grade:	(New) SCP 27 – 31 (£30,507-£33,799)
Responsible to:	The Chair of the Board of Trustees
Responsible for:	All members of staff and volunteers

Purpose of the job

To manage Home-Start Bristol (HSB) in line with our mission statement and values in order to work towards our vision of a world where families thrive and children are given the best possible start in life

Main responsibilities

Managing people

- Leading and managing the staff team
- Ensuring all staff receive effective direction, supervision and opportunities for reflection and development
- Maintaining an overview of caseloads; supporting staff with the supervision of volunteers and service delivery
- Supporting the Board of Trustees in the recruitment, selection, induction, management and deployment of organisers/co-ordinators and other paid employees

Managing the scheme

- Taking responsibility for the day to day management of the scheme
- Reporting to and supporting the Board of Trustees to ensure the effective strategic management, development and future funding of the scheme
- Ensuring the scheme maintains high standards of practice in supporting families within the Home-Start model
- Ensuring all staff and volunteers work within HSB's policies and procedures
- Ensuring equality of opportunity, fairness and diversity in all aspects of HSB's work
- Ensuring effective administration, monitoring, evaluation and financial systems are in place
- Managing the operational work and deploying the scheme's staffing and financial resources in the most effective way
- Proficient in the use of office software, currently MS Office
- Ensuring that the Home-Start Quality Assurance standards are met by the work of the scheme
- Supporting the Trustees to ensure that bids or tenders submitted are adequately costed and risk assessed, and that contracts or SLAs are delivered and targets met
- Enabling the scheme to thrive by maximising grant opportunities in conjunction with trustees
- As Designated Safeguarding Lead and Designated Data Controller to ensure good practice in all aspects of HSB's work

Support for families

- Maintaining an overview of the work with families
- Ensuring support to families is of a high standard, in accordance with Home-Start's model, policies and procedures.
- Undertaking the Strategic Lead role on safeguarding and promoting children's welfare

Managing volunteers

- Ensuring the scheme maintains an effective team of volunteers
- Ensuring the scheme's policies and procedures are fully implemented in all aspects of working with volunteers including their recruitment, selection, preparation, support and supervision
- Ensuring that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers
- Overseeing the accreditation process for volunteers

Working in partnership

- Ensuring appropriate liaison and communication with referrers and other professionals
- Networking appropriately within the community
- Contributing to local policy and community development as appropriate
- Promoting the work of the scheme externally, including use of social media
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above

This job specification is current from 1 April 2019