Job Description:  
Assistant Manager: Lanarkshire Service

**Post:** Assistant Manager

**Hours:** 30 hours per week, flexibly to meet the demands of the job

**Salary:** Point 19 – 23 £26, 716 - £32,653(pro rata for 30 hours)

**Location:** Based at OPFS Lanarkshire Office (Motherwell)

**Reports to:** Project Manager, Glasgow & Lanarkshire Services

# Role and Responsibilities

The Assistant Manager will coordinate the various components which contribute to the Lanarkshire service as a whole, to ensure they are being delivered on time; ensuring that deadlines and project outcomes are met; managing staff and keeping all interested parties in the project informed of progress. You will be responsible for day to day management of staff to enable them to offer a consistent level of support to single parents and their children and to meeting funding obligations.

# Key Tasks

* To provide day to day management to OPFS Lanarkshire staff
* Work closely with the manager to support the delivery of OPFS holistic service model across Lanarkshire, through a range of funding streams.
* Be responsible for staff development through regular supervision and annual appraisals in line with organisational procedures
* To work within annual budget set for the Lanarkshire services and funders’ grant conditions and liaising with project Manager on preparation of budgets.
* To hold a small case load of clients
* To collate and review monitoring and evaluation information for funders in a timely and accurate manner.
* To ensure project outcomes are met in line with contractual obligations and funding arrangements
* To work in a pro-active, non-discriminatory and culturally sensitive manner that encourages single parents to access services.
* To positively promote the work of OPFS Lanarkshire services and strengthening existing links with external stakeholders.
* To provide positive role modelling for staff supporting lone parents while promoting and supporting good practice and compliance to OPFS’ ethos, policies and procedures.
* To adhere to confidentiality and information sharing protocols and legislation with regard to sensitive data between service users, staff and relevant agencies.
* To support the development of a marketing/ promotion strategy for the service.
* To keep the relevant sections of website information relating to OPFS Lanarkshire up-to-date.
* To take part in service evaluation, monitoring and consultations with service users.
* Establishing and maintaining effective liaison with relevant statutory and voluntary agencies including developing partnership initiatives.
* Identifying any new needs that service users may have and developing new services to meet such needs, including working to secure additional funding.
* Any other relevant duties as requested by the Project Manager

# Personal Specifications

## Essential Experience

* Relevant degree level qualification or equivalent experience in a related field
* Experience of staff and financial management and monitoring of family support services
* Experience of partnership and multi-agency working
* Experience of supporting the development of new services
* Experience of submitting successful funding applications
* Understanding of the roles of key statutory and voluntary agencies supporting families.
* Ability to present to a range of audiences using a variety of communication styles
* Ability to demonstrate excellent written and verbal communication skills
* Competent use of standard IT packages in word processing, spreadsheets, use of databases, and Microsoft Office 365.
* Experience in supporting single parents in 1:1 and group work settings
* Knowledge of issues affecting single parents in Scotland
* Knowledge and understanding of current legislation whilst supporting the work with children and families
* Commitment to professional development
* Ability to plan, record and evaluate through written reports.
* Flexible to meet the needs of the service
* Clean driving license and access to a car

# Terms & Conditions

* **Confirmation of Appointment:** Contract until Dec 2019 with the possibility of extending (dependent on funding). Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period.
* **Salary: Point 19 – 23 £26, 716 - £32,653** (pro rata for 30 hours)
* **Hours of work:** Hours of work will be 30 hours per week, worked flexibly to meet the demands of the job
* **Holidays:** Annual leave entitlement is 25 days and 12 Public holidays.
* **Pension:** You will be auto-enrolled in our pension scheme with a 2% contribution from you and 3% from OPFS. Once the appointment has been confirmed you are eligible to join the Employer's Full Pension scheme with the Pensions Trust. OPFS pays 7% of your salary and you pay a minimum of 3%.
* **Training and support and supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Monthly team meetings are held and staff have access to internal and external training.
* **Equal Opportunities and Family Friendly Employment:** OPFS aims to be an equal opportunity and family friendly employer. OPFS has Investors In People status.
* Recruitment Timetable: Closing Date: Friday 14th December at 5pm

**The job description is a broad picture of the post at the time of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time.**