

Job Description

Post: Locality Manager, Highland

Location: to be confirmed

Reporting to: Area Manager

Hours: 35 per week

Salary: £26,502 per annum

In my role as a Locality Manager I have responsibility for the day to day organisation of the service. I have responsibility to ensure that all staff work within Support in Mind Scotland policies and procedures at all times. I am responsible for managing staff and resources under the direction of the Area Manager, for producing reports that demonstrate we are meeting our outcomes, and for supporting development and income generation across the region. I deputise for the Area Manager when required.

What I do and what I achieve	Who I am
<ul style="list-style-type: none"> • I take responsibility for the day to day organisation of the service • I deputise for the area manager • In partnership with the area manager I plan strategic outcomes and make sure staff are aware of these • I manage all services within the Highlands and manage my time accordingly • I take responsibility for developing and maintaining positive team dynamics to promote good team working • I prepare reports for the Area Manager as required and ensure that these are accurate and of a good standard 	<ul style="list-style-type: none"> • I am educated to SVQ 4 level or am willing to work towards this level and have the experience to achieve it • I have a sound theory base relating to social care interventions including risk assessment • I identify dilemmas and employ an analytical approach to find solutions • I have experience in leading a team • I am enthusiastic to develop my skills by undertaking appropriate training • I am outcome focussed and can place my role in Support in Mind Scotland in the wider health and social care context • I am confident in my ability to give presentations to stakeholders

<ul style="list-style-type: none"> • I identify gaps in services and, in partnership with the Area Manager, plan strategies to meet these • I work closely with partners across a number of strands to represent and promote Support in Mind Scotland and its services • I contribute to research and development tasks at service level in support of national research • I provide professional support and supervision to other Managers and/or senior practitioner staff in my geographic area • I work within the SSSC guidelines to manage Registered Services • In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by designated members of staff 	<ul style="list-style-type: none"> • My report writing is of a good standard • My I.T. skills are of a good standard • I can travel throughout a geographic region as required <p>I also have</p> <ul style="list-style-type: none"> • Experience of working with people affected by mental illness • Experience of working with families • Experience of working with groups
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General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies
- This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.