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**Job Description**

**Job Title:** Scheme Manager

**Responsible to:** Board of Trustees

**Purposes of the post**

* To ensure sustainability of funding through bid writing and reporting whilst maintaining and developing relationships with funders
* To explore diversification of funding sources including community fundraising and social enterprise
* To develop and monitor specialist projects
* To manage, support and develop staff and volunteers
* To provide guidance and direction in relation to day to day operations including Child Protection and volunteer management

**Main Responsibilities**

**Sustainable Funding**

* Identify, research and prepare funding applications for all project work
* Complete required reports for funders and liaise with them as required
* Identify and plan new developments, projects and expansion opportunities for Home-Start Dunfermline in response to the needs of families and local community
* Make presentations to the Board of Trustees, partners and funders as required

**Leadership & Management**

* Ensure the strategic management, development and future funding of the Charity
* Support staff with day to day operational planning and procedures
* Support the implementation and review of all Home-Start policies and procedures
* Maintain and improve the competencies and contribution of staff and self through continuous professional development, performance management and appraisals

**Delivering for families**

* Lead and support the Family Co-ordinators in ensuring commitments to funders and partners are delivered through service delivery
* Ensure appropriate systems are in place for review and continuous improvement in relation to work with families
* Support the Family Co-ordinators where required in addressing workload, referrals and other demands

**Managing Volunteers**

* Support the Family Co-ordinators in ensuring the scheme maintains an effective team of volunteers
* Ensuring the scheme’s policies and procedures are fully implemented in all aspects of work 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
* Ensuring an effective ongoing training & development programme is in place for volunteers, including for specialist skills

**Working in partnership**

* Attend funding workshops and training events
* Network within the community, with potential funders, referrers and partners in the statutory and voluntary sectors
* In consultation with the Board and staff, monitor and support changes in the Strategic Plan

**Internal systems and communication**

* Continue to refine and improve all internal systems and communication procedures in order for all staff time to be used as efficiently as possible
* Monitor and implement Quality Assurance requirements

**General**

* Carry out other associated duties as they may arise, develop or be assigned in line with the broad remit of the post