**SERVICE MANAGER BIRTHLINK**

Job Description

Oversee all of Birthlink’s Services as registered Manager of the Service.

Provide Supervision to Social Work Practice Lead, Practice Educator, Social workers and Office & Business Manager.

Take strategic lead for organisational development.

Source suitable funding options, complete applications as required.

Liaise with funding bodies, Local Government, AFA and professional bodies.

Undertake monitoring of funding agreements to ensure outcomes.

Work closely as part of the management team to track progress and aims of agency, update of policies and procedures /Strategic plan etc.

Recruitment and interviewing.

Provide ongoing support, supervision, to the Volunteer searchers group.

Liaise with Board members.

Provide written reports to Board and attend regular Board meetings and AGM.

Promote the agency with third parties and respond to Stakeholder requests.

Liaise with Media and press as required.

Oversee social Media input / and various office systems.

Take part and lead in training provision as required.

Liaise with Social Work Consultant on various promotional strategies /research /media articles etc.

Link, network and represent the agency with other relevant agencies.

Report to Care Inspectorate.

Liaise with Senior management team and Finance Director to monitor budgets and spending.

Complete funding applications as required.

Lead on Disciplinary and grievance investigations.