

Project Lead Information Pack

Initiative	The Beacons
Job Title	Project Lead
Located/Base	Across 4 Localities in South Lanarkshire
Hours	37.5 hrs
Duration	Initially a 6month term with a possible further 18mth extension
Salary	SCP – 52/57 (£28,216.50) – (£29,464.50)
Reports To	Liber8's Lead Officer
Operating Principles & Ethos	<p>Liber8 has operated in Lanarkshire for 18 years; our mission is to improve the health, wellbeing and the quality of people's lives, with a particular regard to reducing the negative impact of alcohol and substance misuse on the individual, families and communities. Our guiding principles, that we believe are essential, are based on the enduring fundamentals of service provision and the ethos held within Liber8, which are; open access available to everyone; choice for our service users; the improvement of the health and wellbeing for all and quality assurance - to provide the best quality service to those most in need.</p> <p>We operate in accordance with our values of:</p> <ul style="list-style-type: none"> ▪ Passion: engaging emotionally ▪ Respect: valuing each and every individual ▪ Compassion: kindness, caring, and genuine willingness, to help others ▪ Healing: promoting health of mind and body for all ▪ Empathy: experiencing the feelings, thoughts, and experience, of another ▪ Caring: promoting health, healing, and the installation of hope ▪ Recovery: positive recovery and growth for everyone <p>We have made a significant impact supporting individuals/families who have experienced alcohol and substance use issues. From our inception, we have promoted a positive recovery focused ethos, challenging stereotypes and work to reduce stigma. We welcome the involvement of people with lived experience and recovery in all areas of our organisation. Liber8's original passion, belief, hopes and faith remains resolute today; if anything, these have become stronger with experience; thus, the principles of recovery continues to be a focus for our work. We are confident that this new innovative initiative, The Beacons, funded via South Lanarkshire Alcohol and Drug Partnership, makes a significant contribution to four key inter-related recovery outcomes:</p> <ul style="list-style-type: none"> ▪ a sense of purpose; feeling valued ▪ personal capital ▪ improved relationships ▪ feeling connected; belonging to wider society <p>These outcomes align to key elements of recovery capital. Our experience has been that high levels of recovery capital enable individuals to cope and manage better with their lives, which in turn has positives impacts for successful achievement, progression and maintenance of the recovery journey.</p>
Purpose of Job Role	<p>Liber8 are seeking to recruit a Project Lead to support the successful establishment and mobilisation of the new initiative, The Beacons.</p> <p>The Beacons provide a range of recovery focussed activities to individuals and families in recovery from alcohol, substance use and mental health issues in South Lanarkshire. The initiative has a particular focus on upskilling people with lived experience and to provide assertive outreach activities; targeting those people who are often deemed as 'hard to reach'; with the aim of increasing the numbers of people accessing and completing treatment and care support services and interventions successfully and promoting recovery for all</p> <p>The Beacons also offer a range of training opportunities for people with lived experience who are in recovery with the aim of establishing a 1st Responders Team of volunteers with lived experience, this team will become the front door entry system for those not currently engaging or sporadically engaging with services.</p>

As Project Lead you will provide strategic and operational project and change leadership for this new initiative, ensuring a strong and integrated approach. Crucial to the role will be the ability to lead, influence, inspire, motivate and robustly manage a varied programme of activities within four dedicated premises and across the whole system. You will oversee the day to day running of the four Beacon premises, lead on performance for the team, contribute to the governance and development and ensure there are sufficient resources to deliver the best possible outcomes for the volunteers with lived experience and the people who use The Beacons.

The remit of the post includes creating and maintaining an ambitious recovery focussed culture within our communities. The post holder will need to have a solid recovery experience; be rooted in the concept of recovery for all and be able to provide a constant stimulus for improving and innovating recovery focused activities. In addition, they will be expected to create and facilitate a learning and growth culture for everyone who uses The Beacons.

You will have strong, evidence-based leadership and culture change skills, ensuring high quality activities are delivered consistently that adhere to best practice guidelines. You will lead a diverse team of staff and have direct line- management responsibilities for a range of posts and differing disciplines. You will be responsible for addressing performance issues to ensure that contractual output targets are achieved. You will be required to ensure that client data is recorded accurately and produce reports in a timely manner in order that the initiative meets contractual, administrative and financial requirements.

You will provide management, leadership and coaching to your team making sure the initiative achieves quality and team productivity standards. You'll also need to balance your day-to-day operational responsibilities with meetings and additional project work to make sure all objectives are achieved

The successful applicant will be part of an exciting new approach which encourages creativity, innovation and joining an energised team with a can-do attitude.

Key Skills of the Project Lead

- **Leadership:** leading teams from different departments to achieve goals.
- **Communication:** ensuring that communication is ongoing and effective between different departments.
- **Presentation:** Presenting ideas and results to different stakeholders across the business including staff and senior management.
- **Team working** fostering an environment of teamwork to ensure that all targets are delivered on time and goals are met.
- **Initiative:** The ability to work alone and take a lead when hurdles arise or when tasks require completion.
- **Flexible:** managing multi-disciplinary and staff from multi employers and the differing policies, procedures and terms and conditions
- **Planning:** staying ahead of the game and ensuring that plans for the future are clearly labelled out for everyone to follow.
- **Problem Solving:** adapting to the ever-changing environment and reacting quickly to meet challenges.

Responsibilities include:	
Planning	<ul style="list-style-type: none"> ▪ Planning and organising adequate staffing and skill-mix levels across all four Beacons ▪ Planning, scheduling, and reviewing workload and staffing in conjunction with staff's line managers to make sure targets are being met ▪ Developing, implementing, and reviewing operational policies and procedures; taking cognisance of staff's employer's policies, procedures and terms and conditions ▪ Responsible for the production, procurement, and planning of daily operations ▪ Creating and updating the Beacons Annual Operating Plan ▪ Identifying and addressing challenges and opportunities for the Beacons
Leadership & Management	<ul style="list-style-type: none"> ▪ Effective management of the staff within the Beacons, including recruitment and developing and maintaining an effective team ▪ Providing a leadership support function to the team and motivating staff to achieve goals, whilst promoting a team culture that encourages top performance and high morale ▪ Promoting effective two-way communication throughout the Beacons and with the Beacons Steering Group ▪ Co-ordinating and chairing team meetings, including the compilation and distribution of papers and minutes ▪ Liaison with team members' employers in relation to annual appraisals and personal development plans ▪ Actively manage absence in conjunction with the staff line management, ensuring the Beacons are able to maintain adequate staff levels ▪ Co-ordinating with the relevant staff employers to support the investigation of volunteer, participant, or staff complaints ▪ Contributing to staff employer disciplinary and grievance processes where necessary ▪ Managing the team to ensure individuals collate and provide the agreed relevant data to enable the accurate and timely reporting of individual, team and Beacon performance to the ADP
Performance Management	<ul style="list-style-type: none"> ▪ Assisting in the management of the performance of the Beacons, proposing changes to current practice as and when required ▪ Actively assisting in the management of activity to ensure optimal deployment of resources for effective contract delivery ▪ Ensuring all standards and key performance indicators are achieved ▪ Contributing to the development of operational objectives within the Beacons, which are consistent with the Alcohol & Drug Partnership objectives; aligned to local and national strategic policies and priorities ▪ Co-ordinating the collation of information to support the Beacons monitoring of objectives and undertake activities to support their achievement as directed by the contract ▪ Contributing to the development of effective governance, risk management and controls assurance systems, ensuring that procedures are embedded into the culture of the Beacons
Partnership Working	<ul style="list-style-type: none"> ▪ Working collaboratively with all stakeholders to progress the Beacons values and mission, and support achievement of short and long-term goals. ▪ Wider collaborative working with existing and new stakeholders to expand understanding of the Beacons ethos and to encourage active engagement with the Beacons to support delivery of its conceptual framework
Information management	<ul style="list-style-type: none"> ▪ They will be expected to communicate sensitive information regarding the Beacons performance and will undertake formal presentations. ▪ Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations. ▪ Ensuring compliance with GDPR and Data Protection requirements with regard to maintaining confidentiality within the Beacons and ensuring the safe and secure handling, storage, retention, and destruction of personal data

	Person Specification Project Lead	Essential: /Desirable:
Qualifications:	<ul style="list-style-type: none"> ▪ Bachelor's Degree in appropriate field of study ▪ HND/ Diploma in appropriate field and evidenced Project Lead experience <p>Additional qualifications including but not limited to:</p> <ul style="list-style-type: none"> ▪ Diploma in Addictions/Drug & Alcohol Studies ▪ Project Management Certificate/Diploma or equivalent ▪ Project PRINCE II Certificate ▪ Microsoft Training Qualification 	<p>Essential</p> <p>Desirable</p>
Skills & Knowledge:	<ul style="list-style-type: none"> ▪ Proven and demonstrable work experience in project management ▪ Knowledge of and experience of working with people who have lived experience ▪ Understand and direct project performance management framework ▪ Deep understanding and experience of working through collaboration and participation, within a volunteer, participatory, visitor or user focused environment. ▪ Excellent leadership and communication skills including the ability to manage and motivate project teams and influence, negotiate and build positive relationships with colleagues, stakeholders and suppliers ▪ Practical problem-solving skills and ability to suggest options and alternatives ▪ Awareness and experience of working with individuals experiencing alcohol or substance misuse issues ▪ Awareness of using activities as a tool to achieve personal goals ▪ Proficient working knowledge of Microsoft Office / IT ▪ Understanding of issues involving vulnerable client group and community organisations. ▪ Sensitivity and understanding to peoples different educational, economic, cultural or racial backgrounds ▪ Able to develop and motive a team 	Essential
	<ul style="list-style-type: none"> ▪ Ability to demonstrate being an outstanding communicator, both verbal and written. ▪ Impressive project management skills: organisational and interpersonal skills, and the ability to listen and empathise, be supportive, patient and respectful. ▪ Ability to manage a heavy workload and at times prioritise conflicting priorities as well as tracking progress on a wide range of tasks ▪ Flexible and hands-on approach to work ▪ Excellent communication & time management skills ▪ Capable of building strong relationships with internal and external stakeholders to ensure they meet ever changing requirements ▪ Experience of supporting people, taking a person-centred approach 	Desirable
Experience	<ul style="list-style-type: none"> ▪ At least three years' experience working in a similar discipline or environment ▪ Excellent management skills able to manage diverse team and range of professionalisms. ▪ Solid track record and proven ability to think strategically. ▪ Experience of managing multi-faceted projects ▪ Ability to demonstrate the experience of managing staff, volunteers and working with vulnerable client groups and community organisations ▪ Developed and well-rounded project management skills with an ability to effectively consult, make decisions and drive complex projects forward working to agreed budgets and timescales in a multi-disciplined environment. 	Essential

	<ul style="list-style-type: none"> ▪ A strong understanding of how to work in a participatory manner and proven ability to work collaboratively with a diverse group of people including colleagues, stakeholders, local community and suppliers. ▪ Lived experience of alcohol and or substance use ▪ Experience of all aspects of premises management, risk, and audit are addressed and compliant. ▪ Be conversant with relevant documents relating to the field: e.g., Scottish Government Rights Respect, Recovery; The Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services; ▪ Awareness of the needs and concerns of persons with internal and external barriers to achieve success 	Desirable
Personal Attributes	<ul style="list-style-type: none"> ▪ Professional, flexible and collaborative, with a can-do attitude ▪ A passionate believer in recovery for all ▪ Ability to work both unsupervised in a range of community settings and effectively as part of a team. ▪ Self-Motivated with the ability to be imaginative, reliable and committed ▪ A warm approachable persona that permits the establishment of good relationships with people ▪ Able to bring structure and discipline to processes, with attention to detail and a passion for quality. ▪ Thoughtful, considerate, compassionate, honest and straightforward approach with a willingness to listen. ▪ A sensitive, tactful and diplomatic approach to working with people ▪ A mindset that ensures that the interests of the people using The Beacons are at the forefront of all activities 	Essential
	<ul style="list-style-type: none"> ▪ Professional awareness, ensuring that your professional knowledge in general and your practice in particular meet the highest standard. ▪ Working ethos of committing to seeing projects through from start to finish. ▪ Professional responsibility, ensuring the requirements of your professional registration bodies are met and your registration is current. ▪ Commitment by ensuring you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of your supervisor 	Desirable
Circumstance	<ul style="list-style-type: none"> ▪ Prepared to work evenings and weekends ▪ Access to car and current active full UK driving license ▪ Ability to work irregular hours ▪ Will undertake a PVG (Disclosure Scotland check) ▪ Prepared to travel and base self equally between four premises 	