

## Post: Suicide Bereavement Support Project Manager

### Salary Banding: Level 5

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In my role as Suicide Bereavement Support Project Manager I have responsibility to ensure that our work to support people bereaved by suicide is delivered to a high standard and within the framework agreed with the Scottish Government and the National Oversight Group. I line-manage the Highland Suicide Bereavement Support service and staff to achieve our outcomes and contribute to the evidence base required to enable the Government to make decisions about the future of the work in Scotland.

I ensure that we lead the Highland Suicide Bereavement Support service and ensure that we involve all stakeholders in this work, and that we develop a comprehensive understanding and map of the services and facilities available to support people bereaved by suicide.

I work closely with my counterpart Manager/s in Penumbra as part of a collaborative partner-agency team. I ensure that provision of the Service in the Highland area and in Ayrshire and Arran is highly coordinated and that the Hub element of the Service operates seamlessly across the Highlands and Ayrshire and Arran.

#### **What I do and what I achieve**

- I take responsibility for my service with minimal oversight from my Manager including managing the team
- In partnership with my manager, I plan strategic and operational outcomes and ensure staff are aware of these
- I manage a range of complex duties and divide my time accordingly
- I take responsibility for developing and maintaining positive team dynamics to promote good team working
- I maintain accurate confidential records that ensure that the organisation complies with all standards and legal requirements
- I prepare reports as required and ensure these are accurate and of a good standard
- I identify any gaps/needs within my area of work and identify solutions including longer term strategies for more efficient working
- I work closely with partners and external stakeholders across a number of strands/agencies to carry out my role and ensure the charity maintains its professional reputation
- I contribute to research and development to further the work of the organisation
- I provide professional support and supervision to senior practitioners
- I may provide occasional direct support to people who use the service
- I work to appropriate professional standards
- In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by a designated member of staff

## Who I am

- I have appropriate professional qualifications for my work to at least SVQ4 level (or equivalent) or I am committed to achieving this and have experience relevant to this post
- I have a sound theory base relating to social care interventions in my area, including awareness of risk and compliance issues
- I have experience of working with people in distress or people who have mental health issues and/or their families
- I identify dilemmas and employ an analytical approach to find solutions
- I have experience in leading a team and can work autonomously to a high standard
- I am enthusiastic to develop my skills by undertaking appropriate training
- I am outcome focussed and can place my role in the wider health and social care context
- I am confident in my ability to give presentations to stakeholders
- My report writing is of a high standard
- My IT skills are of a good standard
- I am well organised and can self-manage and self-motivate
- I can and am willing to travel throughout a geographic region

## I may also have

- Experience of supporting people who have been bereaved by suicide and/or people a risk of suicide
- Specialist skills appropriate to my role
- Experience of working with groups, delivering training or making presentations

## 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.