



Inverclyde Carers Centre
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Website: www.inverclydecarerscentre.org.uk

Post Detail

Job Title	Centre Manager	Annual Salary
Standard hours	35	£35,000 - £41,000 Dependent on Experience and Ability

Job Post Advert

Inverclyde Carers Centre is looking for a dynamic new manager. This is your opportunity to join a vibrant and well respected third sector organisation. You will be central to taking the organisation forward and setting the agenda for carers in Inverclyde. The plans and policies you put in place will guide the Centre for many years to come.

Purpose of the Post

Undertake on behalf of the Board of Directors strategic development and overall management of the organisation, its staff, volunteers and resources.

Application Deadline

All forms must be returned to anne.price@inverclydecarerscentre.org.uk by Wednesday 28th July.

Management Responsibilities

- Review and implement the organisation's Strategic Plan ensuring effective delivery of services.
- Undertake HR functions including recruitment, support and supervision, training and development, managing performance and dealing with any issues.
- Complete monitoring and evaluation frameworks and any reporting required including reporting to funders with the support of the Board of Directors.
- Identify opportunities for income generation and undertake the completion of funding applications.
- Liaise with the Board of Directors to manage Centre budgets, authorising expenditure within agreed limits and adhering to financial procedures.
- To build and maintain partnerships with other local and national organisations as necessary.
- Increase the profile of the organisation, undertake media activity, conference speaking and responding to relevant national policy consultations.

- To take responsibility for ensuring that Health and Safety guidelines are adhered to and implement within the service.
- Oversee social media and printed publicity.
- Undertake risk management for the Centre and its employees.

Specific service responsibilities

- To oversee the strategic direction and management of the Centre, including identifying gaps in service provision and unmet needs.
- Maintain an awareness of national good practice in working with Carers of all ages and ensure this knowledge is disseminated to the team.
- Liaise with statutory and voluntary sectors to ensure Carers are identified and appropriate services provided.
- Lead on child and adult protection issues and ensure these policies and procedures are embedded in the service and proactively followed.
- Deal appropriately with complaints from Carers and their families in collaboration with the Board of Directors.
- Work with all organisations to ensure that the voice of Carers is heard.
- Assist in ways of consulting and involving Carers in determining local and national policies and priorities.

General Duties

- To maintain accurate and confidential records.
- To work with the Centre's existing and new procedures.
- To work with the Centre's team to ensure that all Carers receive the best possible service.
- To undertake all necessary training as identified by the Board of Directors.
- Produce reports, research and strategies to inform external stakeholders as directed by the Board.
- To undertake any other duties as required by the Board of Directors.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties, as it is recognised that posts change over time.