**Clackmannanshire Women’s Aid**

**JOB DESCRIPTION – Change Manager**

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| **Job Title** | Change Manager |
| **Salary** | £40,000 pro-rata |
| **Pension** | 8% (including 3% employer contribution) |
| **Responsible to** | CWA Board of Directors |
| **Hours** | 21 hours per week  (flexible working as and when necessary)  Any additional time out with these working hours will be processed as time off in lieu as overtime is not paid. |
| **Holidays** | 30 days holidays/year and 10 public holidays (pro-rata) |
| **Contract Type** | Fixed-term 6 months with possibility of 6 months extension subject to funding |

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| **Main Purpose** |
| Develop a new staffing structure which will include the recruitment and induction of a service manager who will have responsibility for operational management, service delivery and strategic direction. Support the transition between the current collective/participative management structure to one with a manager.  Adopt a fully participative approach, and establish an infrastructure of regular consultation, reporting and communication with trustees and the staff team. |

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| **Main Duties and Responsibilities** | |
| 1 | Initiate a service review which will result in an action plan to ensure all areas of work are identified, monitored, and reported against. |
| 2 | Ensure that all working practices within the organisation comply with the requirements of funders and external regulators. |
| 3 | Develop and maintain a supportive atmosphere within CWA and  support the staff team through regular meetings and updates specifically for the change process including establishing structures of consultation where needed. |
| 4 | Maintain and utilise effective communication systems throughout the organisation. |
| 5 | Ensure the staff team understand the proposed new staffing structure and are clear about the responsibilities of the new manager |
| 6 | Review and update staff job descriptions in consultation with staff, trustees and trade unions |
| 7 | Review and create new contracts, terms and conditions in consultation with staff, trustees and trade unions to bring in line with proposed new structure |
| 8 | Support the trustees through the change process including assessing identified funding to implement the structure |
| 9 | Develop in-house training and capacity building activities – team building/development sessions |
| 10 | Create a recruitment pack for a new manager and be involved in the recruitment and induction process. |