



## **Job Description - Development Manager**

**35 hours per week**  
**£26,000**

### **Principal Tasks:**

- Leading on the “Community Solutions” programme as the anchor organisation representing the Airdrie locality and to ensure the operational activity relating to the anchor role is carried out in an effective manner so we meet the commissioning obligations set out in the CS terms and conditions. (details on Community Solutions below in appendix 1)
- To be responsible in leading on the charities new Befriending service, providing line management support to Volunteer Coordinator in the operational activity relating to this new service and liaising with the Management Team with regards to maintaining quality standards, monitoring and reporting and financial management.
- Take a lead role in the development of other new services and further develop existing services that deliver social impact and/ or income generate (social enterprise activity).
- To work with Management team to ensure the development of services (current and new) are continually in line with the organisational objectives and that monitoring & evaluation systems are robust and measure/ report on social impact effectively.
- Have joint responsibility with the Operational Manager to ensure quality control & standards of all services are robust and there is scope within these systems which allow changes and improvements to be made which further assist the charity in their organisational objectives and reporting requirements.
- To work closely with the Management team in assisting with funding, procurement bids and generating income via social enterprise activity.
- Have joint responsibility with the Finance Manager in managing allocated budgets for new and current services.
- Seek opportunities to further develop and promote the role of the organisation.
- Develop and maintain effective networks and partnerships with stakeholders and those in the local and wider community.
- To ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
- To provide any other duties as required to meet the charities aims and objectives.

The Health and Wellness Hub is a Scottish Charitable Incorporated Organisation (No. SC047372)  
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## Person Specification

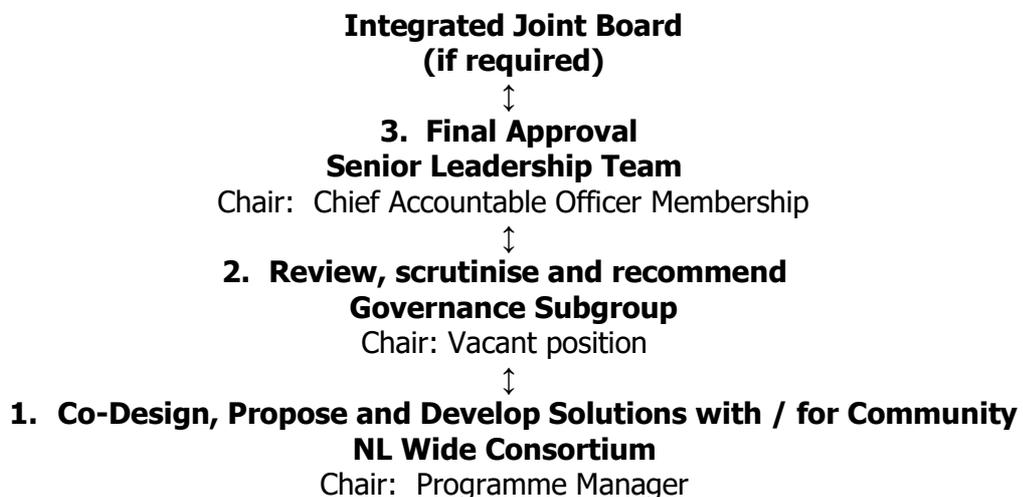
Responsibility	Essential / Desirable Criteria
Leading on the "Community Solutions" programme as the anchor organisation representing the Airdrie locality	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Project management, leadership and/or co-ordination in a community, health or third sector environment.</li> <li>• Effective partnership working across both voluntary and statutory sectors.</li> <li>• Experience of facilitation, co-ordination of events, information sharing and being comfortable presenting and chairing multi-agency meetings.</li> <li>• Excellent written and communication skills with the ability to engage effectively and communicate with diverse groups.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of leading partnerships across voluntary and statutory sectors.</li> </ul>
To be responsible in leading on the charities new Befriending service, providing line management support to Volunteer Coordinator in the operational activity relating to this new service and liaising with the Management Team with regards to maintaining quality standards, monitoring and reporting and financial management.	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience of line managing staff</li> <li>• Approachable and supportive approach to line management</li> <li>• Able to plan, manage and organise own workload, and support staff, to achieve outcomes and outputs within a defined timescale.</li> </ul>
Take a lead role in the development of other new services and further develop existing services that deliver social impact and/ or income generate (social enterprise activity).	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience in working in a third, health or community learning environment</li> <li>• Experience of establishing new pieces of work; involving sourcing funding, project planning and development.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of developing programmes and opportunities in a Social Enterprise</li> </ul>
To work with Management team to ensure the development of services (current and new) are continually in line with the organisational objectives and that monitoring & evaluation systems are robust and measure/ report on social impact effectively.	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Qualification appropriate to the role e.g. Community Education, health or other related sector.</li> <li>• Ability to meet demanding personal and team deadlines.</li> </ul>
To work closely with the Management team in assisting with funding, procurement bids and generating income via social enterprise activity.	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Experience of supporting the completion of funding proposals and a sound understanding of monitoring, evaluation and outcomes.</li> </ul>

## Appendix 1 – The Community Solutions Programme

The Community Solutions programme is committed to building community capacity to support improvements to people’s wellbeing, with a focus on vulnerable groups and carers. The programme is the delivery arm of Health and Social Care North Lanarkshire (HSCNL) and which, in partnership with the host organisation, Voluntary Action North Lanarkshire (VANL) oversees the £1.5 million a year programme, including governance, delivery and evaluation.

At the heart of the Community Solutions family are six locality anchor organisations and consortia supported by over 20 North Lanarkshire-wide thematic projects on key issues such as carers’ support, community transport and healthy eating. The combination of the anchor organisations, locality consortia and thematic projects work together to build the ability of communities to find and deliver solutions to supporting the health and wellbeing of local people.

The governance of the Community Solutions programme is a truly partnership approach realised through the “Triple Lock” structure where any decision taken on funding and wider commissioning goes through a series of three checks proportionate to the level of investment.



### Remit of the Consortium

Support the building of community capacity in the Airdrie locality that contributes to preventative and anticipatory support to reduce isolation and loneliness; to improve the use of information, advice and guidance; to improve independence and well being; to ensure people feel included connected and safe and to ensure that Citizens have greater access to health and well being supports.

### Key Tasks for the Postholder in relation to “Community Solutions”

1. Leading on the programme as the anchor organisation representing the Airdrie locality
2. Ensuring the operational activity relating to the anchor role is carried out in an effective manner so we meet the commissioning obligations set out in the CS terms and conditions
3. Chairing all meetings
4. Managing the Locality Activity Programme Microfund
5. Developing and leading on key tasks within the Airdrie Development Plan

6. Leading on specific areas of work as need arises e.g. current older peoples' services working group.
7. Providing VANL with required monitoring/evaluation and end of Year reports as and when required
8. Attendance at thematic and CS wide consortium meetings