



## Job Description

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Post: Distress Brief Intervention (DBI) Project Manager

Salary banding: Level 5

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The purpose of this role is to lead and develop the DBI project, based in Dumfries and extending across Dumfries & Galloway, to develop the DBI Partnership and to manage all resources.

### Operational Duties

- Managing the staff team and other resources
- Supporting the Partnership Group by facilitating a shared approach, sharing good practice and developing joint protocols and processes
- Raising awareness of the DBI across the area through partnership working, as agreed by the Partnership Group
- Keeping statistics and records for monitoring and evaluation purposes
- Reporting to the Area Manager and the DBI Partnership Group and Board as necessary
- Accepting and managing referrals to the DBI
- Ensuring appropriate follow-up actions are taken for people who require support beyond their engagement with the DBI
- Providing training, line management and supervision to the DBI staff team
- Raising awareness of the importance of seeking help if experiencing distress
- Working with others to challenge stigma and promote good mental health and wellbeing

### Developmental

- Rolling out training in conjunction with DBI partners and staff
- Identifying and liaising with service user groups, advocacy groups and other groups who have contact with people who find themselves in distress
- Identifying and liaising with agencies that can deliver community support
- Developing joint referral processes
- Developing Memoranda of Understanding and information sharing protocols with key partners, in liaison with the National DBI Project Manager
- Developing outcomes focused paperwork
- Developing appropriate information materials
- Developing a social media and web-based presence
- Other tasks relevant to the development of the DBI, as requested by or agreed with the National DBI Project Manager

## 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.

	Essential	Desirable
<b>Qualifications</b>	Educated to SVQ 4 level or equivalent in Social Services and Health Care; or relevant appropriate experience. If the post-holder does not have this qualification they will be required to work towards it during their employment	
<b>Knowledge</b>	Mental health issues and in particular issues around distress, suicide prevention and recovery  Understanding of inter-agency partnership work, including use of Memoranda.	Mental health legislation  Legislation concerning vulnerable groups and health and safety
<b>Experience</b>	Working in a mental health context in the community  Managing staff and resources  Delivering training  Monitoring and evaluation  Joint working and partnership working	Working in the voluntary sector    Developing new projects and services

<b>Compassionate Practice</b>	<p>A compassionate approach to supporting vulnerable people</p> <p>Commitment to reflective practice</p>	Understanding of recovery-focused support work
<b>Partnership Working</b>	<p>Ability to develop and sustain partnerships across all sectors</p> <p>Tactful and diplomatic</p>	
<b>Community Development Approach</b>	<p>Understanding of co-production and asset based community based development</p> <p>Understanding of local communities and how existing local providers can participate in and contribute to the DBI project</p>	
<b>Leadership</b>	<p>Motivational skills</p> <p>Ability to manage staff and resources</p> <p>Ability to manage a change project</p> <p>Ability to set clear outcomes for self and for the team</p> <p>Clear understanding of team work and team building</p>	
<b>Commitment to Quality through monitoring and evaluation</b>	<p>Ability to work with an evaluation team to establish key indicators and measure progress against those indicators</p> <p>Ability to develop and change in light of evaluation</p>	Understanding of research methods
<b>Communication</b>	<p>Articulate</p> <p>Ability to provide training in groups and one to one</p> <p>High quality written work</p>	

	Presentation skills IT literate Social Media aware Open and friendly	
<b>Practical</b>	Prepared to travel throughout Dumfries & Galloway, including occasional overnight stays  Driving licence and access to a vehicle	