|  |  |
| --- | --- |
| **Job Title** | Development Manager |
| **Grade** | Band 6 £33.070 - £40,736 (Pro rata 33 hours) depending on experience. |
| **Organisation** | Lanarkshire Links |
| **Location** | Office base Motherwell – with travel required to fulfil the post,  Home working will be supported in line with Scottish Government Covid 19 regulations |
| **Reporting to** | Operational – Lanarkshire Links Manager  Lanarkshire Links Trustees |

Text

Description automatically generated

Lanarkshire Links is seeking to recruit a Development Manager, this post has two key elements.

1. To recruit and support our members (volunteers) by facilitating the development of local community groups to work in a peer led way to talk about what is important to them with a view to bringing about change in service provision.
2. To line manage four peer workers who are employed within the adult mental health inpatient wards at University Hospitals Hairmyres and Wishaw.

Lanarkshire Links is a peer led charity and exists to promote the welfare and advance the education of people affected by mental health issues across Lanarkshire. We strive to ensure our members have opportunities for involvement in the planning and delivery of mental health and social care services in Lanarkshire, and nationally. Our community groups promote recovery and provide social inclusion.

We employ the Stigma Free Lanarkshire Project and work closely with the wider Lanarkshire Recovery Network, supporting and encouraging local action towards recovery and reducing stigma and discrimination.

**You are -** someone who believes passionately in the power of the lived experience of mental health problems and in making recovery a reality. You should also understand the impact of stigma and discrimination associated with mental health problems and be serious about the need to challenge it.

**You have -** a sound understanding of the recovery process, creativity with excellent writing skills, good networking, and interpersonal skills. Are an expert listener with a nurturing attitude; and the ability to identify and respond to emerging opportunities. Can engage with a range of people in a variety of contexts and at different levels.

**You have -** degree-level education or relevant qualification or significant experience in the successful development and delivery of projects and programmes.

**Job purpose**

Reporting to Lanarkshire Links Trustees and Manager, the Development Manager will play a vital role in delivering the organisations objectives. This is an exciting opportunity to be part of a proactive team.

**Key Responsibilities**

* To recruit, manage and support members and others to become volunteers who will in turn, support activities throughout Lanarkshire.
* To identify support and training needs of members, providing and sourcing volunteer training opportunities
* To proactively work with Lanarkshire Link’s membership and others across Lanarkshire, looking at innovative ways in which to engage them as volunteers and supporting their Recovery.
* Actively support service users and carers to participate in Lanarkshire Links and partnership agencies committees / events.
* Contribute to Recovery initiatives putting a focus on the service user and carer perspective, inspiring hope, optimism, and a focus on Recovery.
* Utilise appropriate communication methods and tools to influence service provision going forward at local and national level.
* Work closely with local partners raising awareness of the project and the needs of people with the lived experience.
* Identify and engage with people with the lived experience in a non-judgemental and recovery focused way
* Be led by Lanarkshire Links group members and represent the expressed views whilst being aware of boundaries in all the relationships established in carrying out this work
* To work collaboratively and positively with the wider staff team, partnership agencies, service users and carers, a wide range of stakeholders and organisations
* Provide expert knowledge and understanding in the development of volunteers
* Liaise with all members of the Lanarkshire Links team and partnership agencies
* Process payment of group expenses, maintain records of expenditure ensuring submission of receipts
* Ensure good time management for day-to-day workload and timed absences as no other project officer cover is available
* Support the ongoing evaluation of the project and provision of written reports to the Lanarkshire Links Manager and Trustees
* Develop and maintain organisational systems to enable excellent project management in accordance with GDPR
* To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on the computer
* To always carry out the duties and responsibilities of the post in compliance with all of Lanarkshire Links’ policies
* Demonstrate commitment to all training and other development opportunities that would allow progress within current role, as well as allow personal development.
* Ability to be flexible in approach to work and to work outside normal office hours as necessary
* The post holder will be required to deputise for the manager in their absence.
* Line manages the work of the organisations Peer Workers including recruitment, development, and supervision in the workplace.
* Ensure the peer workers carry out their duties and responsibilities of the post in compliance with all of Lanarkshire Links and NHS Lanarkshire policies
* Ensure effective communication with the Lanarkshire Links Manager and Ward Managers on a day-to-day basis in relation to the Peer Worker Service.
* Provide quarterly reports to the NHSL Clinical Governance Committee on the Peer Worker Service.
* To complete any other duties and responsibilities when required, which are commensurate to this role.

**Knowledge, skills, and experience**

|  |  |
| --- | --- |
| Qualifications & Training | Educated to degree level.  Qualification in health / social care or relevant subject or ability to demonstrate relevant experience |
| Experience | * Experience of recruiting and managing staff and volunteers * Experience in project development and management * Experience of project implementation and evaluation * Working with a diverse and broad range of partners * Negotiation and problem-solving skills * Evidence of ability to work with minimal day to day supervision and make independent decisions when required * Experience of organising and participating in meetings and project groups * Demonstration of ability to work collaboratively across health and social care, service users and carers * Facilitation Skills * Experience of events organisation * Experience of delivering workshops * Experience of developing mental health resource * Experience of mental health issues in a previous role |
| Competencies | * Well-developed and effective interpersonal and communication skills (written, verbal, presentation) * Excellent report writing skills * Creative, confident, assertive, articulate, literate with good influencing skills * Excellent in the use of Microsoft 365 * Effective time management and organisation skills * Ability to prioritise workload and meet deadlines * Ability to deal diplomatically and comfortably with diverse partners * Exercise a high degree of initiative * Highly professional and reliable with a calm and tenacious approach to work * A good team player |
| Knowledge | * Knowledge of current agendas around recovery focused and person-centred care * Understanding of the issues faced by people with the lived experience and their carers * Knowledge and understanding of the impact of mental health discrimination * Appreciation of the benefits of partnership working and coproduction * Evidence of understanding the rationale behind the project |
| Audit & Research | * Understanding of the importance of project evaluation and methods utilised * Demonstration of ability to initiate evaluation strategies of projects and development |
| Other | * Current driving licence with daily access to a car for work purposes * The post is subject to a Criminal Record Check through Disclosure Scotland PVG Scheme. * Adhere to current Covid-19 safe protocols |

Diagram

Description automatically generated