

Job Description & Person Specification

Post: DBI Senior Coordinator

Salary Banding: Level 5

In my role as a DBI Senior Coordinator, I have responsibility to ensure that our work to support people in distress is delivered to a high standard and within the framework agreed with the Scottish Government and the DBI Programme Board. I line manage DBI Level 2 staff to achieve our outcomes. In partnership with the DBI National Project Manager I co-ordinate the work of the DBI Level 2 team. I contribute to the evidence base required to enable the Government to make decisions about the future of the work in Scotland.

In partnership with the DBI National Project Manager, I ensure that we involve all stakeholders in the DBI programme, and that we develop a comprehensive understanding and map of the services and facilities available to support people to manage their distress and develop plans to prevent future episodes.

What I do and what I achieve

- I manage a range of complex duties and divide my time accordingly
- I take responsibility for developing and maintaining positive team dynamics to promote good team working
- I maintain accurate confidential records that ensure that the organisation complies with all standards and legal requirements
- I co-ordinate the work of the DBI Level 2 team, including allocation of cases
- I prepare reports as required and ensure these are accurate and of a good standard
- I identify any gaps/needs within my area of work and identify solutions including longer term strategies for more efficient working
- I work closely with partners/external stakeholders across a number of strands/agencies to carry out my role and ensure Support in Mind Scotland maintains its professional reputation
- I contribute to research and development tasks to further my role and the work of the organisation
- I provide professional support and supervision to practitioner staff
- I work to appropriate professional standards
- In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by a designated member of staff

Who I am

- I have appropriate professional qualifications for my work to at least SVQ4 level or have significant experience relevant to this post
- I have experience of managing project or services in a third sector setting
- I have a sound theory base relating to social care interventions in my area, including awareness of risk and compliance issues
- I have experience of working with people with mental health problems and/or their families
- I identify dilemmas and employ an analytical approach to find solutions
- I have experience in leading a team and/or acting autonomously to a high standard
- I am enthusiastic to develop my skills by undertaking appropriate training
- I am outcome focussed and can place my role in Support in Mind Scotland in the wider health and social care context
- I am confident in my ability to give presentations to stakeholders
- My report writing is of a high standard
- My IT. skills are of a good standard
- I am very well organised and self-manage and self-motivate
- I can travel throughout a geographic region as required

I May also have

- Specialist skills appropriate to my role
- Experience of working with groups, delivering training or making presentations.

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.