



Job Description

Post: Manager

Responsible to: Board of Directors Learning Network West

Job Purpose:

Learning Network West is a unique organisation in the West of Scotland supporting social work education and developing practice learning opportunities. We work closely with HEI and Local Authority funding partners across the West of Scotland to fulfil three core functions: the Mental Health Officer Award Programme, The Professional Development Award in Practice Learning, and social work student placement matching and development.

We are seeking to appoint a new Manager who will provide leadership, guidance, support and supervision to our busy team of experienced professionals.

The successful applicant will be responsible for the day to day management of the Learning Network and its staff. They will be responsible for key leadership functions including monitoring and reporting to relevant funding stakeholders; finance and budgetary control; fundraising; and strategic planning. This is an important role supporting workforce development across the social work education sector in the West of Scotland and beyond.

Main responsibilities: the manager will

- **Provide daily leadership in the co-ordination of the MHOA and PDAPL programmes and practice learning facilitation.**
- **Maintain and monitor continuous professional development of staff team and delegate tasks, remits and responsibilities to include performance and development reviews**
- **Provide professional expertise and insight through support and supervision of individual team members on a fortnightly basis**
- **Organise and submit appropriate HR documentation to third party (GCVS) ensuring adherence to staff terms and conditions including monitoring of absence and sickness records for staff team**
- **Project and implement two yearly funding requests to HEI and LA partners for core network delivery.**
- **Represent and promote work of Learning Network West in a range of strategic settings.**

- Maintain a high level of quality assurance in all aspects of the network core functions including placements, MHOA and PDAPL programme.
- Provide regular updates to LNW Board of Directors, Scottish Qualification Authority and funding partners.
- Establish and maintain effective links and relationships with network stakeholders and partners to ensure effective delivery of network three core functions.
- Maintain a high standard of budget and financial monitoring of all funding grants and monies for the network including budget projections and income and expenditure monitoring.
- Ensure the work of Learning Network West promotes anti-discriminatory practice and incorporates equality of opportunity.
- Ensure the work of Learning Network West is adhering to social work standards and codes of practice.