
Position: Beacon Club Project Manager
Responsible to: Older People's Services Manager

Purpose of the Job

- To manage the Beacon Club project across South Edinburgh. Ensuring quality, effectiveness, compliance and efficiency whilst holding the needs of the club members at the forefront.
- Manage, train and support staff and volunteers, motivating them to deliver positive results, enabling them to flourish in their role
- Liaise with local and national, community, third sector and statutory partners to raise the profile of the Beacon Club and build relationships across the city and the sector.
- To support the Older People's Services Manager to plan, monitor, assess and develop the project.

Key Duties

- Ensure the aims and objectives set out in relation to Beacon Club project in the Space business plan are being effectively pursued in line with Space policies, procedures and strategies.
- Engage with members and their carers, encouraging them to contribute to the planning and development of activities to ensure members' needs are met.
- Manage and develop project staff : Recruitment and selection, conduct regular team meetings, provide support and supervision, and ensure training needs are continually reviewed, specifically on areas of risk
- Ensure adequate staffing levels for all activities within the Beacon Club to safeguard against risk and maintain quality of delivery
- Recruit suitable volunteers for the project, working with staff team to design and deliver regular training
- Support staff and volunteers to build positive relationships with members
- Carry out home visits to conduct individual assessments with members and their family/carers
- Refer and signpost older people and their families to internal and external support
- Network and liaise with a range of local and national, community, third sector and statutory agencies to promote the work of the project, identifying where additional need or support is required
- Identify opportunities for partnership working, multi-disciplinary meetings, networking and conferences
- Develop monitoring systems to evaluate the project, and work with staff team to produce progress reports for funders to evidence targets and outcomes
- To progress achievement of targets as laid out in funding agreements and be responsible for reporting to funders
- Work with Space communications team to design publicity material for the project, ensuring social media and the company website contains the most up to date information about the Beacon Club project.
- Deliver positive results with the effective use of financial, staff and volunteer resources
- Maintain accurate records of progress and outcomes, using the data to generate regular reports for funders
- Work with fundraisers to locate opportunities for funds and contribute to successful bid writing
- To carry out any other duties as may reasonably be required to ensure the efficient running of the organisation.

Team Work & Behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings.
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Understand the requirement for confidentiality in our work and adhere to GDPR regulations.
- Care for the work environment to promote effective and harmonious working.
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
- Nurture a culture of kindness and uphold the integrity of Space whilst living our values
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature.
- Undertake activities that will allow Space to respond to opportunities that arise from additional funding, service trials or pilots and other innovative projects
- To work as part of the wider team to ensure services are delivered effectively, including stakeholders to ensure the organisation's remit is carried out with regard to statutory commitments and best practice
- To fulfil organisational requirements in relation to receiving training and practice development, and to develop individual and team skills
- Liaise with other voluntary, statutory workers and stakeholders as required.

Line Management, Support & Supervision

- Responsible for the line management of staff and volunteers within the Beacon Club. Line management responsibilities include day to day support & supervision, conducting annual appraisals, and involvement in appropriate stages of grievance or disciplinary procedures.
- Undertake support & supervision, and planning meetings with the Older People's Services manager on an agreed regular basis.

Person Specification

Knowledge, skills and experience	
Experience in a team management role, demonstrating leadership, performance management and supporting skills development	Desirable
Have a flexible management style with the ability to challenge as appropriate, and give and receive constructive feedback	Essential
Have a relevant professional qualification or demonstrates equivalent experience	Essential
Have a sound understanding of the needs and challenges faced by older people living with dementia and their carers	Essential
Knowledge of legislation, regulations and other issues relating to older people	Essential
Knowledge of the way statutory and voluntary agencies are organised and some experience of working in, or in partnership with, these types of organisations	Essential
Good understanding of older people's community-based services and networks	Essential
Ability to manage multiple tasks and prioritise workload with minimal supervision	Essential
Appreciation for the importance of volunteers and how best to support them	Essential
Have a creative approach to tasks and problem solving	Essential
Excellent English communications skills – listening, writing and speaking	Essential
Fully competent and comfortable with the use of Microsoft Office software including Word, Excel, PowerPoint, Outlook and Teams	Essential
Experience of delivering against targets and preparing reports to show outcomes	Desirable
Experience in financial management and budgetary control	Desirable
Current UK Driving License & access to your own transport	Essential
Values and personal attributes	
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have excellent interpersonal skills to naturally form and manage appropriate relationships with a range of people of all ages and walks of life	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive management to support our organisational aims and outcomes	Essential
Appreciation for the impact of, and desire to work in, the Third Sector	Essential