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| **Role Purpose:**  The role is to manage and develop a project for the dissemination of SDS information to a range of people who are looking for community care support either for themselves or for the person they care for. The aim is to ensure a wide range of people are aware of the SDS and Carers legislation and of the rights that these pieces of legislation afford them.  In this role, we require the applicant to take a hands-on approach, leading, managing, and nurturing the Projects team. The key responsibilities will encompass leading service excellence, establishing operational performance benchmarks, optimising project initiatives, boosting efficiency, and cultivating a high-performance environment. Your leadership, persuasive abilities, and relationship-building skills will be essential in driving change, and your essential talent for motivating, nurturing, and maximizing team potential will be invaluable.  **Project overview:**  To increase the number of people across the Forth Valley area who are knowledgeable of Self-Directed Support information and guidance by delivering information in a wide range of topics from the SDSFV lists  This is to individuals, carers, families and our Health and Social Care partners with a focus on:   * Increasing the number of people who are better prepared, confident to engage and contribute meaningfully to social care assessments and reviews. * Increasing the number of people able to make informed choices about using Self Directed Support (SDS) to take more control of their lives. * Increasing the number of people who make a positive choice to use the options to maximise their control. * People and Carers feeling more informed, listened to and less stressed. * The delivery of the SDS pathway presentation and any additional presentations relevant to the development of understanding their rights * Ensuring people and carers have increased skills so are better able to manage social care packages. * Providing information, guidance and support in signposting to people who do not qualify for SDS.   **As our Project Manager you will**   * Upholding an unwavering commitment to exceptional service to all stakeholders with equality-based practice. * Actively promote the organisation while identifying and pursuing additional SDS and Carers rights information dissemination opportunities * Provide comprehensive support to CEO and across the various sections of our organisation as required. * Demonstrate a high standard of written, verbal, and factual communication. * Continuously advance your expertise in SDS and Carers legislation fostering a proactive self-improvement and motivational mindset * Be able to work autonomously without prompt by utilising your initiative to create new tasks. * Promoting a professional image through dress, approach, and communication |

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| **In this role, your responsibilities for delivering this project will be to**   * Working alongside the CEO develop a comprehensive project plan that include the project scope, timeline, and staff resource allocation. * Enhance and, when necessary, refine standards, systems, and procedures within the SDSFV team current set up. * Be proficient in the use of technology for producing marketing and information videos and podcasts. * Ensure evaluation tools are developed and utilised at every opportunity to gather impact and evidence of the deliverables that meet the standards of the funders. * Identify opportunities for additional value creations and service enhancement within the project management function. * Supervise and review the allocation of all referrals assigned to the Project Team * Assist in the workload management and personally handle selected referrals as required. * Serve as an escalation point for the CEO. * Ensure well defined and minimally disruptive working practices, levering technologies for efficiency where applicable. * Review priorities and take the necessary actions to achieve the desired results for the achievement of the agreed KPIs. * Foster open communication among team members encouraging and driving ideas for improved collaboration. * Reporting to and under the direct line management of the CEO you will be responsible for preparing project reports, providing the necessary statistics in line with the published KPIs and the final project closure report. * Provide technical and logistical leadership during all phases of change planning and management. * Being key to this role being autonomous in having the skills to identify problems and find solutions to overcome them. * Contribute insights into the overall organisational delivery strategy. * Develop, prepare, maintain appraisal and supervision documentation as required and agreed with the CEO |

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| **To carry out this role, you will have:** |
| Knowledge:   * Be educated to degree level of education or proven experience. * Have a proven record of continuous professional development. * Social Care legislation in particular SDS and Carers Legislation * A training qualification or be working towards one. * Prince2 qualification or working towards this, desirable however relevant experience would be considered. * Have an excellent working knowledge of excel, Microsoft word and PowerPoint. * Basic understanding of the Scottish Social care landscape and particularly Self-Directed Support and Carers legislation * Understanding of the Social model of disability and of the definition of independent living. * Be able to demonstrate and articulate a clear understanding of diversity, equality, and inclusion issues. |
| Skills:   * Proven skills in mentoring staff, initiating learning and development opportunities. * In negotiation and relationship building * Proven skills in creativity, vision and being able to keep on target. * Skilled in the use of technology * To work autonomously without prompt |
| Experience:   * Experience in managing a project or workstream. * In project development and in attracting new business initiatives * In working in a managerial capacity in an office/hybrid environment * In a supervisory or management role * In interaction with Senior Management and decision-making stakeholders * In writing, preparing, maintaining, and delivering Training sessions |
| It is essential that you have a full driving licence and have access to a car as you will be mobile throughout the Forth Valley area |

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| **:** | **Team: SIRD Project Team** | |
| **Reporting To:**  Violet M Keenan CEO | **Location:   E Centre, Cooperage Way, Alloa, Clackmannanshire FK10 3LP** | |
| **Fixed Term until March 2027** | **Hours: 35 per week** | **Salary:** £34000 |