



JOB DESCRIPTION & PERSON SPECIFICATION

Discovery College Manager

SALARY: £36,231 - £42,179

HOURS: 35 hrs/week Monday to Friday

LOCATION: Various sites throughout Highland

REPORTS TO: Chief Executive

REMIT: To lead and develop the Discovery College throughout Highland

KEY RESPONSIBILITIES

DELIVER

- Reports and insight snapshots to the board and funders from data and feedback produced from courses and sessions.
- Oversight for digital and physical communication messaging, materials and design.
- Co-created with internal and external support grant applications for new funding.
- High quality peer support and recovery practice.
- A selection of Discovery College courses in partnership with Peer Support staff.
- Coverage for the facilitation of courses and sessions of Discovery College during periods of staff absence.

LEAD AND SUPPORT A TEAM

- Develop work plans and quality assurance for the Discovery College team (5 Peer Supporters, 1 Peer Mentor and 1 Team Leader/Facilitator – to be hired)
- Supporting the team and volunteers by setting clear objectives and holding individual supervisions regularly.
- Ensuring good communication between staff by holding team meetings regularly and providing additional briefings as necessary.

- Provide development mentorship, support and conflict resolution for staff when required.

QUALITY

- Update and enhance a comprehensive set of operating policies to ensure consistency across Discovery College
- Ensure that staff at all levels within the Discovery College use their delivery and development plans to ensure a collective achievement of key priorities which take account of service users and other stakeholders' needs.
- Ensure co-production at all times so that Discovery College students are fully integrated into the development, delivery, and review of the Discovery College to ensure that foundational mission, vision and values are adhered to.

DEVELOPMENT AND NEW INITIATIVES

- Adopt a collaborative approach, including networking to identify any gaps in the provision of services in the Discovery College
- Work with Centred colleagues to identify opportunities for new initiatives across multi-disciplinary teams including Housing, Drug and Alcohol Outreach, Mental Health support, and Criminal Justice.
- Take the lead on bidding with support for new projects, to produce clear, relevant, rational, logical, and well-costed project proposals, reports and other written materials as required by funders.

EXTERNAL RELATIONS

- Be the main point of contact for multiple funding partners, including government, third sector interface, foundations, donors and research organisations.
- Develop and maintain constructive and fruitful relationships with other providers and experts in the Learning, Health, Peer Support, Recovery and Employment fields, and with commissioners and other funders within the Discovery College.
- Develop and maintain Centred Scotland's reputation with statutory sector colleagues, local politicians, local communities, and other local stakeholders.
- Maintain and build on the local network of high-level face-to-face relationships on which Centred Scotland's work depends. Represent the organisation professionally and effectively in dealings with its external stakeholders and ensure that it can take advantage of any opportunities which may arise to develop new projects or partnerships.
- Work with Research and Development partners to develop an evidence base that can promote our work and inform future research and policy positions.

GENERAL

- Cover for other members of the Discovery College team and provide direct service delivery as necessary.
- Be proactive in reviewing and evaluating own professional development and performance, identifying, and acting upon any areas for improvement and development.

- Attend and participate in Centred Scotland Management team meetings and any other meetings as required in relation to the operations of the Discovery College or Centred Scotland.
- This job description covers the current range of duties and will be reviewed from time to time. It is the aim of Centred Scotland to reach agreement on changes, but if agreement is not possible, the Chief Executive Officer, Centred Scotland reserves the right to change this job description.

Person Specification

- Strong belief in, and enthusiasm for, community mental health initiatives, recovery models and the principles of peer support, community empowerment, and co-development.
- To act every day to empower communities and those with lived experience to lead change in Highland.
- Curiosity for community development and how and why programmes and services work.
- A commitment to challenge hate and oppression; to promote equality and diversity and build anti discriminatory practice.

You are likely to:

- Hold an undergraduate degree in any social science, health, or education discipline.
- Have experience leading diverse teams and projects.
- Have a solid understanding of various education and/or health models.
- Experience of fundraising, or business development.
- Have lived or family experience of a mental health or substance use issue.