

Beacons Project Manager Information Pack

Organisation	Liber8 Lanarkshire
Job Title	Project Manager The Beacons
Located/Base	Across 4 Localities in South Lanarkshire
Hours	35 hrs
Duration	3 Years. Secondments will be considered.
Salary	£40.000- £44.000
Reports To	Liber8's Lead Officer

Organisation Principles & Ethos

Liber8 Lanarkshire:

Liber8 has operated in Lanarkshire for 20 years; our mission is to improve the health, wellbeing and the quality of people's lives, with a particular regard to reducing the negative impact of alcohol and substance use on the individual, families and communities. Our guiding principles, that we believe are essential, are based on the enduring fundamentals of service provision and the ethos held within Liber8, which are open access available to everyone; choice for people using our person-centred services; the improvement of the health and wellbeing for all and quality assurance - to provide the best quality service.

We operate in accordance with our values of:

- Passion: engaging emotionally
- Respect: valuing each and every individual
- Compassion: kindness, caring, and genuine willingness, to help others
- Healing: promoting health of mind and body for all
- Empathy: experiencing the feelings, thoughts, and experience, of another
- Caring: promoting health, healing, and the installation of hope
- Recovery: positive recovery and growth for everyone

The Beacons Project:

The Beacons Project operates four recovery-focused venues across South Lanarkshire, providing a variety of support activities and opportunities for individuals and families recovering from alcohol and substance use issues. As part of the Recovery Oriented Systems of Care (ROSC), we offer evidence-based interventions to promote recovery, resilience, and self-determination. This is an exciting second phase of the Beacons. Due to the success of the past four years, we are expanding our team and implementing a new structure.

We are seeking a Project Manager to join our dynamic and supportive team. If you are looking for a rewarding career where you can make a tangible difference, this role is for you. You will end each week knowing that your efforts have positively impacted the lives of our participants. Key to The Beacons is the Recovery Community, individuals with lived experience who work collaboratively with the team to design, develop, deliver and enhance all activities, tasks and programmes. A further key component in the delivery of the Beacons is investing in volunteers/people with lived experience, recruiting volunteers to the peer volunteer programme and providing an induction and ongoing support and training for peer volunteers. We are also committed to up skilling volunteers with the aim of creating a pathway into further education, training, or employment, if appropriate.

This is an exciting opportunity for a motivated and enthusiastic individual to join a pioneering, innovative project and to use their gifts, skills and experience to lead, develop and support a team and volunteers to make a difference to the lives of the people and families who have been touched by alcohol and or substance misuse and who are now committed on their journey of recovery.

Purpose of Role:

Liber8 is looking to appoint a dynamic Project Manager to steer the strategic and operational direction for the continued development and expansion of The Beacons. This pivotal role requires someone who can provide cohesive leadership, inspire, and manage a diverse team spread across four premises, ensuring optimal outcomes for both participants and lived experience volunteers.

As the Project Manager, you will be at the helm of strategic and operational project leadership, fostering a strong and integrated approach. A crucial aspect of this role is the ability to lead, influence, inspire, and robustly manage a varied team over four dedicated locations. You will be responsible for overseeing their daily operations, establishing a 7-day service with innovative recovery programs and recovery opportunities while nurturing a supportive culture that delivers the best possible outcomes for participants and lived experience volunteers. Together with the staff team and volunteers, you will continue the work of The Beacons, including, to make recovery visible, building a recovery-focused culture, providing a range of recovery opportunities, utilising an asset-based approach in our community work and helping to reduce stigma within the wider communities.

You will ensure the smooth running of all four Beacon premises, lead team performance, contribute to governance and development, and ensure adequate resources are deployed. This includes maintaining a recovery-focused community environment, addressing performance issues, ensuring accurate data recording, and producing timely reports in accordance with contractual obligations. Strong leadership, organisational, and communication skills are essential, along with a commitment to professional development. Your leadership and culture management skills will be evidence-based, ensuring high-quality activities, programs and opportunities that adhere to best practice guidelines, frameworks, and strategies are consistently delivered.

The successful candidate will join an energised and expanding team at a time of development and growth, contributing to a project that operates a person-centred approach, rooted in a Human Rights Based Approach. You will join a project that champions creativity, innovation, which contributes to the reduction of stigma associated with substance issues and recovery.

You will bring a demonstrated commitment to ongoing professional development and a solid academic foundation. Excellent quantitative and qualitative reporting skills, meticulous attention to detail, and superb organisational and planning abilities are crucial for managing programs, resources, and performance. Effective communication skills, both written and verbal, are essential, demonstrated through successful external relationship management and the ability to present information to diverse audiences.

Key relationships for the post holder will include, but not be limited to, managing relationships with key stakeholders, including Liber8's CEO, the commissioners, the Alcohol and Drug Partnership (ADP), Liber8's Officer, and other Project Managers; all ADP commissioned treatment, care, and recovery support services; and wider stakeholders such as Justice Services, Family Support Services, and other statutory and non-statutory services in South Lanarkshire.

The successful applicant will lead and manage an exciting and successful project that encourages creativity and innovation, joining a team with a can-do attitude and a passion for recovery for all. This role offers a unique opportunity to make a significant impact on South Lanarkshire's communities by fostering a recovery-focused culture while supporting individuals and families in recovery from alcohol and substance issues.

Main Duties and Responsibilities

1. Leading and Influencing

- To ensure a high-quality service is provided in line with our legal and operational standards and adhere to the contractual agreement for the project.
- To ensure that services comply with any regulatory body requirements, including alignment with National and Local Strategies
- To ensure the timely completion of contractual and project reporting schedules, using quantitative and qualitative information to monitor performance, develop service delivery and respond as required in a timely manner in accordance with deadlines.
- To contribute to the external influence of The Beacons through the sharing of learning/experience and wider engagement in cross-sector work.

2. People Management

- To provide effective leadership and support to build and maintain a motivated and high performing team, with staff's wellbeing at its core.
- Provide line management, supervision and leadership to achieve performance outcomes in line with service level agreement and contractual arrangements.
- Track performance, specifically to analyse the successful completion of short and long-term goals.
- Delegate project tasks based on staff members strengths, skill set and experience.
- Establish and maintain a programme plan, risk register and appropriate governance arrangements.
- Ensure milestone deliverables are achieved and any concerns affecting delivery are identified, escalated, and managed effectively.
- Providing leadership support to the team, motivating staff to achieve goals, whilst promoting a healthy team culture that encourages top performance and high morale.
- Ensure liaison with team members in relation to regular line management and support meetings and annual appraisals and PDPs.
- Actively manage absence in conjunction with the staff ensuring the Beacons can maintain adequate staff levels across rotas and 365 days opening.
- To ensure the teams annual leave, TOIL, additional leave and sickness monitoring are adhered to.
- To ensure that HR, IT, Finance, H &S, Admin and GDPR responsibilities under Liber8's Policies & Procedures are applied consistently.

3. Quality and Performance

- Co-ordinate the collation of information to support the Beacons monitoring of objectives and undertake activities to support their achievement as directed by the contract.
- To proactively review the impact of the activities, programmes, training and opportunities and drive improvement activity in collaboration with key stakeholders including funders, the recovery team and crucially, participants and volunteers.

- To ensure that staff, including sessional workers and volunteers, are supported to access relevant training and development as required for their role.
- To drive a quality led and person-centred culture across The Beacons in relation to outcome delivery.
- Ensuring management of activities to ensure optimal deployment of resources for effective contract delivery.
- Ensuring all standards and key performance indicators are achieved.
- Contributing to the development of operational objectives within the Beacons, which are consistent with the Alcohol & Drug Partnership objectives; aligned to local and national strategic directives.
- Contributing to the development of effective governance, risk management and controls assurance systems, ensuring that procedures are embedded into the culture of the Beacons.

4. Partnership Working

- To demonstrate effective stakeholder engagement – internal and external.
- Working collaboratively with all stakeholders to progress the Beacons values and mission, and support achievement of short and long-term goal.
- Wider collaborative working with existing and new stakeholders to expand understanding of the Beacons ethos and to encourage active engagement with the Beacons to support delivery of outcomes.

5. Planning and Business development

- To contribute to Liber8's organisation wider strategic and operational focuses and activities as a member of the wider management team across the organisation.
- To identify and maximise opportunities to develop existing service provision and monitor/develop future service opportunities in collaboration with Liber8's senior managers.

6. Finance

- To manage service budgets effectively and in line with required policies and processes. This includes but is not limited to; proactive monitoring, fiscal responsibility, authorisation of expenditure, variance reporting and effective/timely funder interaction.

7. Health and Safety/Premises Management

- To operate in line with Liber8's Health and Safety Policy and Procedures, seeking advice as appropriate. This includes but is not limited to; lone working processes, completion of incident reports, risk assessments, evacuation procedures, facilities management, appliance testing and building specific requirements.
- Ensure a safe operating environment for staff, volunteers and young people using the service by implementing stringent risk assessment procedures and continually monitoring the health & safety procedures in the working environments.

8. Other

- The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

	Person specification Project Manger	Essential /Desirable
Qualifications & Experience	<ul style="list-style-type: none"> ▪ Bachelor's Degree in appropriate field of study or ▪ Scottish Credit and Qualifications Framework (SCQF) Level 9 or above. ▪ At least 3 years evidenced Project Manager experience. <p>Additional qualifications including but not limited to:</p> <ul style="list-style-type: none"> ▪ Diploma in Addictions/Drug & Alcohol Studies ▪ Project Management Certificate/Diploma or equivalent ▪ Project PRINCE II Certificate ▪ Microsoft Training Qualification 	Essential Desirable
Skills & Knowledge:	<ul style="list-style-type: none"> ▪ Proven and demonstrable work experience in project management. ▪ Thorough understanding and ability to direct project performance management. ▪ Extensive experience in collaborative and participatory environments, particularly those focused on volunteers, visitors, or users. ▪ Exceptional leadership and communication skills, ▪ Ability to manage and motivate project teams, and effectively influence, negotiate, and build positive relationships with colleagues, stakeholders, and suppliers. ▪ Strong practical problem-solving skills: ability to suggest viable options/alternatives. ▪ Experience of working with individuals dealing with alcohol/substance issues. ▪ Proficiency in using activities as tools to help individuals achieve personal goals. ▪ Solid working knowledge of Microsoft Office and IT systems. ▪ Deep understanding of issues affecting people with substance issues and recovery. ▪ Sensitivity and understanding of diverse educational, economic, cultural, & racial backgrounds. ▪ Proven ability to build strong relationships with internal and external stakeholders to meet evolving requirements, employing a person-centred approach in supporting individuals. 	Essential
	<ul style="list-style-type: none"> ▪ Understanding of people with lived experiences, demonstrating empathy & compassion ▪ Exceptional communication skills, adept at both verbal and written forms of expression. ▪ Demonstrated proficiency in project management, encompassing organisational prowess, interpersonal finesse, the capacity for empathetic listening, support, patience, & respect. ▪ Capable of effectively managing a demanding workload, adept at prioritising tasks, and tracking progress across diverse responsibilities. ▪ Possesses a flexible and hands-on work approach, adaptable to varying circumstances and requirements. ▪ Excellent in time management, ensuring efficient & effective task execution. 	Desirable

Experience	<ul style="list-style-type: none"> ▪ At least three years' experience working in a similar discipline or environment. ▪ Excellent management skills to manage diverse team and range of professionalisms. ▪ Solid track record and proven ability to think strategically. ▪ Experience of managing multi-faceted projects ▪ Ability to demonstrate the experience of managing staff, volunteers and working with vulnerable client groups and community organisations. ▪ Developed and well-rounded project management skills with an ability to effectively consult, make decisions and drive complex projects forward working to agreed budgets and timescales in a multi-disciplined environment. 	Essential
	<ul style="list-style-type: none"> ▪ A strong understanding of how to work in a participatory manner and proven ability to work collaboratively with a diverse group of people including colleagues, stakeholders, and local communities. ▪ Experience of all aspects of premises management, including risk management and audit are addressed and compliant. ▪ Be conversant with relevant documents relating to the field: e.g., Scottish Government Rights Respect, Recovery. ADP Strategy ▪ The Quality Principles: Standard Expectations of Care and Support in Drug and Alcohol Services. ▪ Awareness of the needs and concerns of persons with internal and external barriers to achieve success 	Desirable
Personal Attributes	<ul style="list-style-type: none"> ▪ Professionally collaborative and adaptable with a proactive mindset. ▪ Advocates passionately for universal recovery. ▪ Self-driven, imaginative, and reliable. ▪ Approachable, fostering strong connections. ▪ Implements structure with meticulous attention to quality. ▪ Empathetic listener with honesty and sincerity. ▪ Diplomatic and tactful in interactions. ▪ Committed to continuous professional growth and meeting industry standards. Dedicated to seeing projects through completion. ▪ Maintains professional registration and stays updated on research and practice advancements. 	Essential
Circumstance	<ul style="list-style-type: none"> ▪ Access to car and current active full UK driving license ▪ Ability to work irregular hours. Prepared to work some evenings and weekends. ▪ Undertake a PVG (Disclosure Scotland check) and 6 mth probationary period ▪ Prepared to travel and base self equally between four premises. ▪ To undertake any other duties consistent with the nature and grade of the role as agreed with the manager 	