



Job Title	Area Manager Scotland	Reports to	Head of Community Services
Location	Glasgow or Aberdeen with regular travel across the Area		
Department	Community Services		
Job purpose			
To create and cultivate sustainable community services across your area to contribute to PAPYRUS creating suicide-safer communities for young people across the whole of the UK.			
Jobs reporting into the job holder	Community Development Officers, Administration Officer, Volunteer Coordinator		
Key responsibilities and duties			
<p>AMBASSADOR</p> <ul style="list-style-type: none"> • Effective leadership of PAPYRUS strategy in your Area • Ensure that PAPYRUS is represented in your Area at appropriate local and regional Suicide Prevention groups and bodies • Ensure effective coverage of PAPYRUS in print, broadcast and social media for your Area and be the media representative for your Area. <p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Manage Service Delivery in your area • Ensure data is collected and recorded properly to enable impact demonstration and business development • Ensure Lived Experience and User Involvement are hallmarks of our work in your Area • Financial accountability for strategy delivery against budget <p>PARTNERSHIPS AND BUSINESS DEVELOPMENT</p> <ul style="list-style-type: none"> • Develop a plan for your Area to deliver the EQUIP strategy • Build and sustain good relationships with commissioning bodies in respect of your Area • Develop business opportunities in your Area / national as applicable • Ensure Compliance across all areas of the business in your Area • Support local communities in their development of suicide prevention plans <p>LEADERSHIP AND MANAGEMENT</p> <ul style="list-style-type: none"> • Drive the effective performance of the Area by providing leadership which sets high expectations of all staff, addresses development needs and tackles any poor performance effectively. • Contribute effectively to creation and development of the charity's culture to enable delivery of the strategy. 			

Health and safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the health and safety policy. • Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically. • Identify and resolve maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> • PAPYRUS Prevention of Young Suicide is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment. • The employee must act to protect all young people and adults at risk that they interact with. The employee must report any misconduct or suspected misconduct to the Designated Safeguarding Lead. 			
General			
<ul style="list-style-type: none"> • Cooperate fully with colleagues and be flexible when assisting them in response to business needs • Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. 			
The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the charity			
DBS check required		Yes	
Person specification			
* Method of Assessment: A = Application Form; I = Interview/ Assessment; C = Certification or other evidence		Essential/ Desirable	Method *
Qualifications	Bachelor's degree level or equivalent professional qualification in Leadership, Management, Health, Social Care, Social Sciences, Education, Business Development, Community Work, or Public Health	E	A, C
	Evidence of continuing professional development	D	A, C
Experience	Proven experience of building, managing and enabling a successful team including volunteers, supporting their development, and managing their performance.	E	A, I
	Experience of identifying new approaches to underpin strategy and progressing new opportunities and translating these into sustainable, funded projects in the community	E	A, I

	Previous experience of preparing a budget, securing funding for projects/ programmes and having financial accountability for successful implementation	E	A, I
	Experience of managing complex projects with a positive impact on social change.	E	A, I
	Proven track record of successfully building, developing and managing effective partnerships with internal and external stakeholders in the community, voluntary, statutory and political settings	E	A, I
	Proven experience of effective working as part of management group	E	A, I
Knowledge, skills and qualities	Foster and cultivate opportunities for funded work on a sustainable footing	E	A, I
	Awareness of the issues around safeguarding and how these can affect young people and adults at risk.	E	A, I
	Able to consider equality, diversity and inclusivity in all your decisions and actions	E	A, I
	Be an informed advocate about the suicide prevention activities in your Area	E	A, I
	Ability to support the development of products and the ability to sell them	E	A, I
	Managing and developing People	E	A, I
	Operating with integrity and within a values framework	E	A, I
	Show leadership by making good, accountable decisions using your own autonomy and owning your actions	E	I
	Willing to learn and continuously develop	E	I
	Able to travel across the Area and anywhere in the UK as required by the charity	E	I
I confirm that I have read and agreed to this job description outlining the main duties of my job role.			
Job holder name:			
Signed:		Date:	