

East of Scotland Manager | Job Description and Person Specification

Job title:	East of Scotland Manager
Reporting to:	National Operations Manager
Hours of work:	35 hours per week
Contract:	Fixed term to 31 st March 2027, with potential for extension
Salary:	£41,000
Holidays:	37 days, including public holidays, (based on full-time hours, pro-rated accordingly)
Benefits:	Flexible working and TOIL Policy • Equipment provided for working from home (laptop, phone etc.) • Opportunities for continuous learning and development • Enhanced sick pay • Enhanced Maternity Benefit • Death in Service benefits • Employer pension (3% employee/6% employer or 4+% employee/7% employer) • Cycle to Work Scheme • Recognition agreement with UNISON
Location:	Hybrid Working (occasional travel to Edinburgh and the Lothians)

About Waverley Care

Waverley Care is Scotland's leading HIV and hepatitis C charity. Guided by the voices and experiences of the people we support, our work helps shape vital services and influences national policy on sexual health and blood-borne viruses.

Our vision is a Scotland where everyone living with, or at risk of, HIV and hepatitis C is treated with dignity, acceptance, and respect. Through our services, we create safe spaces where people can connect, share experiences, and build confidence. We work to end isolation and support people affected by HIV or hepatitis C to live well. You can find out more about the work we do at our website: www.waverleycare.org

About the role

We are on an exciting journey. We have positioned ourselves as the leading HIV charity in Scotland and our aim is to effectively influence the policy and service landscape to ensure that Scotland reaches zero HIV transmission by 2030.

To help support this, we are looking for an experienced, skilled and insightful East of Scotland Manager to provide day to day management and leadership of our staff and services across the East of Scotland. You will ensure that all our services are high quality, highly effective and are developing to meet the changing needs of the communities we serve. You will take responsibility for delivering a range of initiatives such as those related to living well with HIV (including peer support) and PrEP education programmes, along with colleagues from your team and across the organisation.

As we progress towards 2030, you will have a leading role in shaping future services for people living with or at risk of HIV:

- ensuring equitable access to testing and PrEP for all who need it
- providing services that support people to live well with HIV
- to develop services that enable people to stay engaged or to be re-engaged in care
- to develop equitable and accessible services for all communities affected by HIV



You will provide effective support and guidance to the staff team to ensure that they feel supported and can grow and develop in their practice roles.

In this role, you will have operational responsibility for an exciting range of services including NHS commissioned services and local authority funded services, focusing on the East of Scotland's diverse communities. These include HIV prevention and testing, sexual health services for gay and bisexual men and all men who have sex with men, a trans and non binary sexual health clinic, PrEP awareness and education and support services including supporting treatment access to enable people to living well with HIV.

As an experienced health and social care manager, you will ensure our services meet our key strategic priorities, as well as meeting all our funding and contractual priorities. You will work with our National Operations Manager to identify unmet needs and new opportunities to ensure our services are developed to meet our strategic priorities and Scotland's ambition to end new HIV transmission by 2030.

In this role, you will directly line manage a range of Health Improvement staff in our East team ensuring that they all have effective supervision, learning and development plans and you will nurture and facilitate a healthy and collaborative team environment.

You will be responsible for a range of key relationships with NHS, local authority and third sector colleagues and will represent the organisation at a range of local and on occasions national meetings.

You will be responsible for monitoring and evaluating the work your team delivers and will be confident and skilled at preparing written reports to funders and other stakeholders.

About you

You will be a skilled, experienced and respected health and social care professional with a real passion and enthusiasm for improving the lives of people affected by and living with blood borne viruses.

You will be an experienced people manager and a respected leader who can motivate, encourage and lead a staff team to deliver highly effective services. You will be driven to provide high-quality person-centred support to you team to enable them all to grow and reach their potential.

You will have a commitment to providing good front line services and will be determined to keep improving, working with your own team and Waverley Care's other teams (within Health Improvement but also Communications/Policy, Fundraising and Corporate Services) so that we reach our strategic priorities and meet the ever-changing needs of the communities we serve.

You will be an effective project manager who can also see the bigger picture, and will be able to demonstrate you can deliver projects in accordance with all contractual requirements and to deadline.

You will have excellent interpersonal skills with an ability to develop positive relationships with a wide range of stakeholders including clinical colleagues, NHS commissioners, third sector colleagues and people who use our services.

You will have exemplary written and verbal communication skills appropriate for a wide range of audiences and purposes.

Responsibilities include:

1. To provide effective management to the East staff team in accordance with Waverley Care policies, values and employment legislation
2. Ensure processes and systems are in place to deliver high quality services
3. To develop excellent and responsive services in line with need and contractual requirements
4. To manage a range of service delivery activities including testing, harm reduction and support
5. To manage the effective deployment of volunteers and peers
6. To manage the East office base effectively
7. To record and evaluate service delivery and provide high quality reports to funders
8. To work effectively with a range of partners in local area including health, voluntary sector and local authority colleagues
9. To implement financial procedures and monitor agreed budgets.
10. To participate in a system of support and supervision and to adhere to all Waverley Care policies and practice guidelines.
11. To promote effective team working through good communication systems and through organising regular team meeting
12. Any other duties, including those related to wider Waverley Care activities

Person Specification

Skills and Experience	Essential	Desirable
Experience in managing front line health and social care services	✓	
A strong understanding and interest in HIV, hepatitis C and/or sexual health	✓	
Experience of successfully managing, leading and motivating a staff team	✓	
Experience of working with and developing strong relationships with a range of stakeholders	✓	
Ability to manage projects to ensure they deliver results on time and in line with agreed priorities	✓	
Experience in evaluating services and writing evaluation reports	✓	
Experience of working to a budget and managing resources effectively	✓	
A commitment to your own professional development	✓	
Excellent record keeping skills and attention to detail	✓	
Proficiency in Microsoft Office (Word, Excel, PowerPoint).	✓	
Ability to prioritise workload and work at pace, managing multiple activities and deadlines	✓	
Experience in managing an office space, ensuring productivity and a safe space for the team and service users		✓
Experience of working with and/or managing volunteers		✓