 

**Head of Social Enterprise – Job Description**

**Job Title: Head of Social Enterprise**

**Reports to: Chief Executive Officer, Enable Glasgow**

**Overall Job Purpose**

* To manage the Fortune Works service on a day-to-day basis in a way that meets the needs and aspirations of our service users.
* To clearly understand the ethos, values, and objectives of the service and to apply these in practice.
* To identify and follow through opportunities for service development.

**Key Responsibilities**

**General Management**

* Manage, motivate, train, and develop staff and volunteers in order to ensure that they have the necessary skills to support our service users.
* Provide guidance, support, and performance management to staff through regular contact, personal availability, team meetings, and regular supervision.
* To ensure good team cohesion and collaboration.
* To be aware of best practice principles in this area of work, and to apply these within the service.
* Apply effective health and safety strategies in line with organisational policy and the advice of external consultants.

**Operational Management**

* Develop and support opportunities for meaningful engagement with service users, families, advocates, and external support organisations.
* Develop and maintain effective connections and working relationships with relevant statutory organisations such as social work services, local authorities, health authorities, and the Scottish Government.
* Support collaboration with local and city-wide community organisations.
* Oversee contract management of work for external private sector customers.
* Be aware of the culture, values, policies, and procedures of Enable Glasgow, and to apply these in the operation of the Fortune Works service.
* Budget management and application of relevant financial systems.

**Performance Monitoring and Reporting**

* Monitor and manage delivery against specific agreements for funded projects and service contracts.
* Produce reports for funders according to the specific requirements of funding bodies.
* Prepare and present verbal and written reports to senior managers and to the governing body of Enable Glasgow

**Service Development**

* Identify and follow through opportunities for developing the service in line with its overall aims and objectives.
* Develop relationships with customers with a view to expanding generated income streams.
* Identify opportunities for grant funding and to work with the team in order to take advantage of these.
* To participate in strategic and operational planning processes.

**Other Duties and Responsibilities**

* Show a practical commitment to the human rights, aspirations, and support needs of adults with learning disability and their cares,
* Ensure effective communication with staff, volunteers, and other parts of the organisation.
* Ensure that the profile of the service remains high within Glasgow and beyond.
* Maintain the service’s position as a key part of the local community.
* Undertake other duties appropriate to the job role as required.