

PROJECT MANAGER (West Central Scotland)

Job Title: PROJECT MANAGER

Reports To: Service Manager

Location: Granville Street, Glasgow

Contract: Full-time, 35 hours per week (Monday to Friday)

Salary: FTE £32,791

The Project Manager will promote and adhere to the values, philosophy and policies of Early Years Scotland (EYS) at all times.

In recognition of the value placed on volunteering within Early Years Scotland, the Project Manager will encourage and support volunteer involvement across the organisation.

ACCOUNTABILITY

The Project Manager is accountable to the Board of Directors through the Director for Children and Families and the Service Manager.

JOB PURPOSE

The Project Manager will provide strategic and operational leadership for Rise & Shine, Early Years Scotland's innovative family wellbeing service. Working across West Central Scotland, the postholder will lead the delivery, continuous improvement and development of a relationship-based, strengths-focused Stay, Play and Learn model that supports children from birth to five years and their families.

The role will ensure that Rise & Shine delivers high-quality early intervention and preventative support that strengthens children's development, promotes family wellbeing, builds parental confidence and connects families to wider community resources and opportunities. The Project Manager will champion children's rights, attachment-informed practice and meaningful family participation, ensuring services are responsive to the needs and aspirations of local communities.

Working closely with local authority, health, third sector and community partners, the postholder will lead a skilled team of Family Engagement Practitioners and Parent Connectors, supporting the delivery of measurable outcomes for children and families while contributing to wider priorities around early intervention, child poverty reduction, community capacity building and whole family wellbeing.

Key Responsibilities

1. Strategic Leadership and Service Development

- Lead the strategic planning, delivery and development of the Rise & Shine programme.
- Ensure the service reflects best practice in early years, family support, children's rights and relational working.
- Support the ongoing growth, sustainability and future development of the programme.
- Drive innovation and continuous improvement through evaluation, learning and feedback from children, families and partners.
- Ensure service delivery aligns with national frameworks including GIRFEC, The Promise, Realising the Ambition, the Infant Pledge and Whole Family Wellbeing approaches.

2. Operational Management

- Oversee the effective day-to-day delivery of Rise & Shine across community settings.
- Monitor performance against agreed outcomes, targets and funding requirements.
- Manage budgets, resources and project expenditure effectively.
- Ensure appropriate systems are in place for quality assurance, risk management and service improvement.
- Oversee compliance with organisational policies, safeguarding requirements, health and safety legislation and GDPR.

3. Leadership and Workforce Development

- Provide effective leadership, line management and support to Family Engagement Practitioners, Parent Connectors and other project staff.
- Foster a culture of reflective practice, collaboration and continuous professional learning.
- Support staff wellbeing and create an inclusive and positive working environment.
- Identify workforce development opportunities and support staff progression.
- Lead and develop the Parent Connector model, creating pathways into volunteering, training and employment for parents and carers.

4. Quality of Practice and Family Support

- Champion high-quality, relationship-based practice that promotes positive attachments, parental engagement and child development.
- Ensure children and families receive welcoming, inclusive and responsive support.
- Promote approaches that strengthen parental confidence, family resilience and community connection.

- Support staff to identify emerging need and ensure families access timely and appropriate support.
- Strengthen pathways and support for children with additional support needs and their families.

5. Partnership and Community Engagement

- Build and maintain strong partnerships with local authorities, health services, community organisations, employability services and third sector partners.
- Develop effective referral pathways and collaborative approaches to family support.
- Represent Rise & Shine at strategic meetings, local partnerships, community forums and networking events.
- Promote a whole-family approach that connects families to services, opportunities and entitlements.
- Contribute to community capacity building and strengthen local support networks.

6. Monitoring, Evaluation and Reporting

- Lead the collection, analysis and reporting of programme performance and outcome data.
- Oversee the use of outcome measurement tools, including the Family Star Plus framework.
- Produce high-quality reports for funders, partners and senior leaders which evidence impact and value.
- Ensure the voices and experiences of children, parents and communities are reflected within evaluation activities and service development.
- Use data, research and learning to inform strategic planning and service improvement.

7. Safeguarding and Professional Practice

- Promote and safeguard the wellbeing of children and vulnerable families.
- Ensure staff understand and implement child protection, safeguarding and welfare procedures.
- Maintain appropriate standards of confidentiality, professional conduct and information governance.
- Ensure services are delivered in accordance with Early Years Scotland policies and values.
- Undertake any other duties appropriate to the role.

Expected Outcomes

The Project Manager will contribute to:

- Improved outcomes for children through high-quality early learning, attachment-focused practice and family engagement.
- Increased parental confidence, wellbeing and understanding of child development.
- Stronger family relationships, resilience and social connectedness.
- Earlier identification of need and improved access to support, services and entitlements.
- Effective multi-agency collaboration and strengthened community partnerships.
- Development of community capacity through volunteering, peer support and Parent Connector pathways.
- Robust evidence of impact to support sustainability, growth and future investment in family wellbeing services.

Rise & Shine is a highly impactful programme that supports children and families to thrive through nurturing relationships, shared learning, community connection and early intervention. The Project Manager will play a crucial role in ensuring this work continues to grow, evolve and positively impact the lives of families across West Central Scotland.