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| **Job Title** | Manager , Wicklow Child & Family Project | | |
| **Roles and responsibilities** | The role of the Manager is to lead, manage, develop, and promote the day-to-day business of the Wicklow Child & Family Project in conjunction with County Wicklow Partnership CEO and Board of Directors. This is a senior leadership position in a busy, vibrant voluntary organisation.  **Key overall requirements of the Role:**   * To demonstrate leadership through professional, positive, and best practice behaviours in a way that delivers the best possible service to the client. * To lead and maintain an open and supportive team-based environment. * Demonstrate a positive approach to your work and encourage the same from your team. * Regularly monitor, evaluate, and reflect on your own knowledge, methods and practice * Take responsibility for your own personal and professional development, seeking and assessing development opportunities to meet your needs. * At all times maintain confidentiality   **Other Requirements**  The following additional functions for the role are detailed below.  **Management of Staff:**   * Develop and maintain a team of staff including staff employed through the Community Employment Programme/Tus. * Provide direction, guidance and support to staff members ensuring that all are clear on tasks associated with their role and are accountable for their completion. * Provide regular direction and supervision for all staff members, which includes goal setting, feedback, support and identification of training and development needs (where goals are agreed, minuted, and actioned) * To support the management of staff recruitment as necessary, including undertaking induction of all new staff and undertaking probation reviews. * Highlight the need for change where appropriate, providing leadership and direction throughout the change process. * To lead and maintain an open and supportive team-based environment. * To implement and maintain effective and appropriate team building initiatives.   **Health and Safety:**   * Take appropriate and immediate action to deal with health, safety, security or environmental emergencies and incidents seeking assistance where necessary. * Ensure that your team (including work experience and voluntary workers) are aware of legal and organisational health, safety and security policies, procedures and practices relevant to their work. * Identify and work with the team to identify, minimise and manage potential risks in the working environment. * Ensure the team are equipped to deal with challenging behaviour that may arise with the client group. * Complete and supervise other staff members in completing records and reports on health, safety, and security issues in line with organisational and legal requirements. * Ensure that all regulations such as fire and safety protocols are strictly implemented. * Act as a role model in promoting health, safety, and security.   **Financial and administrative duties**   * Overall responsibility for the day-to-day financial operations and financial management of the organisation. * Preparation of financial plans and budgets for the organisation. * Produce regular financial reports for County Wicklow Partnership (CWP) and funders. * Work closely with CWP to support the preparation of the annual statutory accounts. * Manage and maintain internal financial controls, policies and procedures.   **Strategic direction and policy**   * In partnership with CWP determine the strategic direction of the WC&FP * Implement the vision and mission of the service. * Represent WC&FP and CWP at local, regional and national policy development ensuring that the ethos, aims and objectives of the project and company are maintained and promoted. * Work with the CEO in developing and implementing strategic and developmental policies to ensure the on-going development and sustainability of the WC&FP * Liaise effectively and develop strong partnerships with other external bodies and present a professional image of the organisation. * Put in place and implement annual planning in line with the requirements of the Service Level Agreement between Tusla and CWP * Keep abreast of changes in legislation and national policy. * Maintain the confidentiality of all relevant information, including any information concerning individuals and families using the service. * Ensure the service is fully compliant with GDPR obligations. * Constructively challenge practices and procedures that need to be improved, challenged or removed.   **Premises**   * To ensure that the premises is an open and welcoming environment to allow for ease of use by families of the local community. * To manage the premises in such a way as its use is maximised and all people within the premises including staff, service users and agencies can work within a safe, clean and comfortable environment. * Ensure Welfare, Health and Safety guidelines and other regulatory responsibilities are fully implemented. * Ensure adequate administrative records and information is kept relating to the discharge of legal and regulatory responsibilities for the premises and facilities.   **Monitoring and Evaluation**   * Develop and implement an on-going evaluation process which uses an outcome monitoring system. * Keep records, accounts, and information on all aspects of the project. * Engage with service users to ensure the project is meeting their needs and supporting them. * Build a culture of regular review and learning, including through the development of annual business planning processes. * Demonstrate a commitment to continuous improvement through ongoing review of current practices in the service, informed by feedback from key stakeholders and best practice.   **Engagement with CWP management and Board of Directors:**   * Work closely with CWP senior managers ensuring there is strong communication between CWP programmes. * Act as a resource to the CEO and Board and all its committees * Have input in the review, development, and implementation of CWP policies. * Provide regular updates for the Board. * Fulfil any other tasks and duties as directed by the CEO. | | |
| **Key skills/qualifications** | Qualifications:   * A Professional Qualification, (level 8 as per the National Framework of Qualifications) in Social Work, Social Care or related Social Science Discipline.   Experience:   * A minimum of five years’ post qualification experience * Have a minimum of three years relevant management experience. * Experience of strategic planning and financial management * Knowledge of implementation of a Governance framework informed by best practice * Experience of leading or managing a team of staff * Excellent communication, leadership, motivation and report writing skills * Full clean driving licence and access to the use of suitably insured car essential. | | |
| **Working Hours**  **Full-time / Part-Time** | Full Time (35 hours per week) | **If Part-time, state specific days / hours per week** | Not Applicable |
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| **Employment arrangements** | The post will be hosted by Co.Wicklow Partnership reporting directly to the CEO within Co. Wicklow Partnership. | | |
| **Salary Scale** | **HSE Team Leader Salary Scale** | | |