|  |  |
| --- | --- |
| **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 |
|  |  |
| **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** |