

# Kingswell Centre

## JOB DESCRIPTION

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| <b>Post</b>           | <b>Project Manager (Youth and Family Support)</b><br>(lead responsibility for Project Development)   |
| <b>Main Purpose</b>   | To manage and develop Youth and Family Support Services within the policy and practice guidelines of the Organisation, with particular regard to its Christian values and having an integrated flexible approach to the needs of young people and their families |
| <b>Accountable to</b> | <b>Centre Directorate (via a designated Director)</b>  |

### Key Tasks

1. To lead and co ordinate the staff, volunteers and resources of the Centre in an efficient and effective manner in a clear, encouraging and consultative style in order to develop the project in line with its aims.
2. To provide professional support and development of staff and volunteers at the Centre through the provision of supervision and training opportunities.
3. To be involved in some direct work alongside the team.
4. To be involved in the appointment and appraisal of staff.
5. To be involved in disciplinary action and the resolution of grievances when the need arises.
6. To allocate work and monitor performance in order to maintain high professional standards and evaluate the work of the Centre to identify appropriate changes.
7. To adopt an innovative and flexible approach to the work at the Centre and actively involve service users in order to develop appropriate activities and programmes for young people and their families.
8. To take a lead in network meetings with other statutory and voluntary organisations, establishing good working relationships, receiving referrals and securing financial support, where appropriate.
9. To develop the project and build support from local churches, groups/individuals.
10. To ensure that the Centre works within the appropriate legal requirements and codes of practice, eg. child protection procedures/ Health and Safety at Work
11. To be aware and apply as appropriate developments in youth and family support policy and practice and the implications for management of the service.
12. To prepare reports as required by the Organisation, partners and Committees.
13. To maintain administrative, financial and case records as required by the Organisation and to work closely with the Treasurer.
14. To be responsible for health and safety matters relating to the Centre.

15. To represent and promote the work of Kingswell and to actively lead regular fundraising activities in line with budget.
16. To attend meetings with and work closely with the Directors.
17. To participate in supervision and attend training and development sessions, as appropriate.
18. To be a key holder and take responsibility for Centre security as required, including being on an out of hours rota, as appropriate.
19. Kingswell exists to respond to the needs of individuals and many of the tasks and responsibilities are, therefore, unpredictable and varied. It is expected therefore that all staff will work in a flexible manner when required undertaking tasks that have not specifically been covered in their job description.