# **Job Description**

**Job Title:** Community Connections Project Manager

**Project:** Community Connections – Outreach Support & Group Activities

**Reports to:** Chief Operating Officer (Interim)

**Hours:** 25-36 hours per week, Monday – Friday.

**Salary:** £28,880, based on 36 hours per week. (Salary will be prorated)

**Location:** Office based, 73 Summerstown SW17 0BQ, may be required to travel within the community.

**Benefits:** Flexible working, Employee Assistant Programme, 33 days annual leave inclusive of bank holidays, company pension scheme, opportunities for additional hours across other projects.

**Purpose of Job:**

This role is responsible for the Community Connections Outreach Service, Group Health and Wellbeing Activities. We offer support packages from 7am-10pm Monday – Sunday supporting people with learning disabilities and autism to have greater independence with equal access to their communities, education, employment housing, leisure and health services.

**Oversight includes:**

1. Focus on recruitment, ensuring the team are fully staffed and equipped to take on new referrals to meet our financial and growth targets.
2. Implement a new rota/shift pattern for the service.
3. To have responsibility, training, supervision, and appraisal of staff working within the designated service/s, ensuring that they are fit to support the delivery of the service.
4. To ensure that all services within your area of designated responsibility keep and maintain adequate records and undertake effective reporting as required by the Health and Social Care Act (2008), Local Authority Contracts, Generate policies and any other applicable legislation
5. To implement audits of the services within your area of designated responsibility.
6. Incident report management for the Community Connections team.
7. Safeguarding Lead
8. Ensure the professional development of team members, improving the current level of IT methodologies.
9. Supporting the Senior Management Team with fundraising, bid writing, and tendering for services.
10. Building and maintaining strong working relationships with stakeholders.
11. To work effectively with Generates wider service departments to develop cross project initiatives and ensure that support is delivered to a high standard, providing a supportive environment that promotes the well-being, dignity and choice of the people we support.
12. Working with an external finance department to manage project budget and spending.

**Essential Qualities, Experience and Skills**

We’re looking for people who are:

* Adventurous
* Friendly
* Encouraging
* Supportive of relationships
* Advocates
* Respectful
* Resourceful

**The successful candidate must have:**

* Experience working in a learning disability service or have an in-depth knowledge of the sector.
* Are, or willing to become a CQC registered manager.
* Experience of working with people with learning disabilities and/or autism using a strengths model and person-centred approach.
* A basic knowledge of HR procedures.
* Strong management skills with the ability to coach and lead the coordinator and support worker teams.
* Excellent IT skills and capacity to adapt easily to new systems.
* Ability to deal with ambiguity, find creative resolutions and drive for results.
* An understanding of safeguarding and child protection in relation to at risk adults and children.
* An understanding of Health and Safety practice and legislation.
* Accurate record keeping and administrative skills.
* An ability to manage a diverse workload with competing priorities.
* Strong management skills with the ability to coach and lead the coordinator and support worker teams.
* A willingness to work evenings, weekends and public holidays when required.

**Principles of Generate**

1. Generate members will always be at the heart of Generate and at the centre of every decision
2. Generate will dream big to enable people with a learning disability to explore, shape and develop their own futures
3. Generate is committed to having respectful and genuine relationships and will work together with members, clients, colleagues and stakeholders.
4. Generate works to link people with their local communities and support them to maintain their connections
5. The Generate approach is about using and developing our skills, knowledge and experience and engaging our hearts when we work each individual to improve their lives.
6. Generate will empower people with learning disabilities to campaign for their rights

Generate is an equal opportunity employer.

Charity No: 1069548 Company No: 3461665­