

# Job Description

## Scheme Manager



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**Home-Start is committed to equal opportunities and to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.**

<b>Employer:</b>	Home-Start Staffordshire Moorlands
<b>Place of work:</b>	School Yard, Earl Street, Leek, Staffordshire, ST13 6JT
<b>Hours of work:</b>	37.5 hours per week
<b>Responsible to:</b>	Board of Trustees
<b>Responsible for:</b>	All paid members of staff
<b>Salary:</b>	NJC Scale 26 - 30 (£34,834 - £38,223)

Home-Start Staffordshire Moorlands is a local charity that provides support to families with young children who are experiencing challenging times. Our support is delivered through various services including home-visiting, group support and telephone support. As the senior staff member within the organisation the role of the Manager is to oversee all operational management of the organisation whilst remaining accountable to the Board of Trustees.

### **Purposes of the job:**

- To hold responsibility for maintaining an overview of the scheme.
- To ensure the effective day to day management of the scheme in accordance with the Home-Start Memorandum & Articles of Association; Home-Start Handbook, Home-Start Agreement and Quality Assurance Standards.
- To ensure the scheme maintains high standards of practice in supporting families within the Home-Start model.
- To ensure equality of opportunity, fairness, and diversity in all aspects of the scheme's work.
- To ensure good safeguarding practice in all aspects of the scheme's work.
- To take responsibility for providing leadership and management to the staff team.

### **Main Responsibilities:**

#### Managing the scheme:

- Taking responsibility for the day-to-day management of the scheme.
- Reporting to and supporting the Board of Trustees to ensure the effective strategic management, development and future funding of the scheme.
- Fulfilling role of Company Secretary as required. This is a board level role.
- Ensure they are able to act as an officer of the Charity.

- Ensuring all Home-Start policies and procedures are implemented and reviewed.
- Ensuring effective administration, monitoring and financial systems are in place.
- Managing the operational work and deploying the scheme's staffing and financial resources in the most effective way.
- Ensuring the financial sustainability of the organisation through sound financial planning, risk management, bid writing, applications to grant giving organisations and income generation.
- Working in partnership with the board of trustees to recruit, select, induct, manage and deploy Coordinators and other paid employees.
- Leading the staff team and ensuring all employees receive effective supervision, direction and opportunities for development.
- Promoting the work of the scheme externally.
- Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

#### Support for families:

- Maintaining an overview of the work with families.
- Ensuring support to families is of a high standard, in accordance with Home-Start's model, policies and procedures.
- To undertake the Strategic Lead role on safeguarding and promoting children's welfare and safeguarding vulnerable adults.
- The Manager may have a small caseload.

#### Managing Volunteers:

- Ensuring the scheme maintains an effective team of volunteers.
- Ensuring the scheme's policies and procedures are fully implemented in all aspects of working with volunteers including their recruitment, selection, preparation, support and supervision.
- Ensuring that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers.

#### Working in Partnership:

- Ensuring appropriate liaison and communication with referrers and other professionals.
- Networking appropriately within the community.
- Contributing to local policy and community development as appropriate.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

Any substantial or major changes will be negotiated.

This job description is current as of 19<sup>th</sup> March 2024.