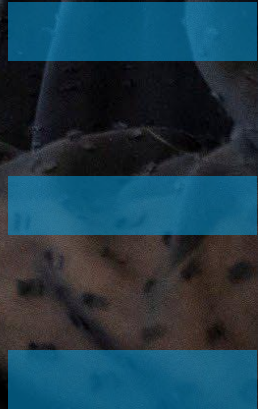


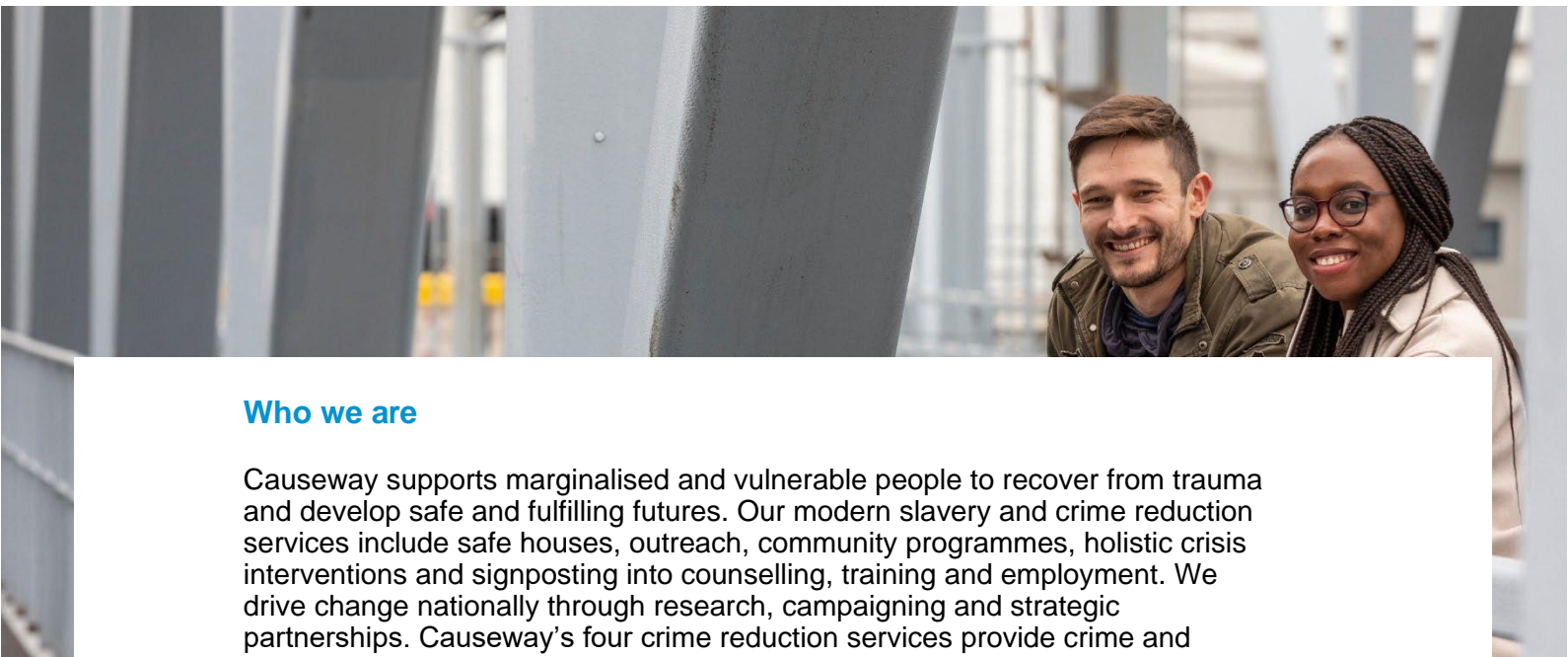


Bright Future Manager

Candidate information pack

CAUSEWAY





Who we are

Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

Role Summary

How this role fits into the vision and objectives of Causeway

We're looking for an engaging manager with excellent communication skills and the ability to network, to lead our Bright future project.

Bright Future Co-op is a national initiative developed by Causeway, but which is now an independent co-operative that aims to fast-track survivors of modern slavery into high quality employment. Causeway sits centrally within the co-operative and manages the employer and survivor matching service.

What you can expect from a career at Causeway

As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

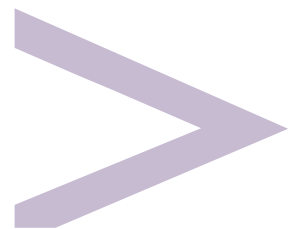
- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
- Commitment to annual salary reviews
- Progression opportunities
- Annual staff survey and focus groups – have your say!
- 30 days holiday per year (plus accrued holiday days for length of service)
- Mediacash medical discount scheme
- 3% employer contribution pension scheme
- Support via Staff Networks including an LGBTQ+ staff network



Job Description

Job Title	Salary	Reports to
Bright Future Manager	£33,696 per annum	Senior Service Manager
Location	Direct Reports	Closing Date
Position can be based from any Causeway locations with occasional travel	1	Midnight 20 th October 2024
Contracted Hours	Interview Date	Contract Duration
37.5 hours per week	30 th October 2024 in South Yorkshire	Until 31 st December 2026
Probationary Period		

6 months



Responsibilities:

- On boarding and training new Business and Charity Members
- Being the main point of contact for all Members. Regularly communicating with them via meetings and bulletins, in order to match candidates to placements
- Completing monthly reports for the Bright Future Board
- Line managing Bright Future Placement and Partnership Officer
- Working together with the Bright Future Administrator to successfully match candidate to placements
- Maintaining and adapting processes according to the development of programme e.g. referral process
- Traveling to new potential sites which are interested in hosting placements in order to review suitability of site for placements
- Attending board meetings (these can on occasion take place after 5pm)
- Delivering presentations on Bright Future activity to the Board and to Bright Future Members at quarterly summit meetings and AGM.
- To take responsibility for developing policies and procedures of Bright Future and ensuring that they are adhered to.
- To deliver on boards objectives.
- To bring in revenue to Bright Future by delivering sales pitches to potential new business members. This will involve negotiating with senior business leaders.
- To on board new referral members by selling the programme and how it will benefit their client base.
- This will involve liaising with senior charity leaders.
- To line manage the Bright Future Administrator, lead team meetings and complete supervisions and appraisals.
- To organise quarterly summit meetings, and to arrange for survivors, businesses and charities to participate.
- To interview participants at quarterly summit meetings.
- Negotiation with the Bright Future Board.
- Responding to complaints and navigating failed placements with business and charity members.

Any other duties that are commensurate with the role.

QUALIFICATIONS, EXPERIENCE AND SKILLS

ESSENTIAL

Education, Qualifications & Training

- Demonstrate knowledge in specific subject area through specialist training, degree or vocational studies.
- A clear DBS check.
- An understanding of the Modern Slavery

Experience

- Working in the third sector
- Experiencing building and maintaining relationships with stakeholders
- Building new systems and processes from scratch
- Line Management Experience

Skills

- To be able to lone work, which will to be able to work well in a team setting.
- To be able to maintain confidentiality and to keep accurate records.
- To manage a varied task list and be able to prioritise tasks and work to set deadlines
- To have a good eye for detail
- An excellent level of administrative skills.

Personal Attributes

- To be flexible and have a willingness to adapt to change alongside the role and demands of a forward moving charity.
- To speak well of Causeway, service users and other team members.
- To be reliable, punctual and maintain confidentiality.
- To regularly feedback to line manager
- To use professional supervision effectively.

DESIRABLE

Education, Qualifications & Training

- To understand the challenges of working with vulnerable people and the work that Causeway does

Experience

- Understanding of working in the third sector
- Experience creating and writing policy and procedure

If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email people@wearecauseway.org.uk and we will be happy to help.