# JOB DESCRIPTION

**Position:** **PART-TIME PROJECT MANAGER**

**FOR THE BEACON CLUB**

**Responsible to:** Centre Manager

**Based:** The Broomhouse Centre, 79-89 Broomhouse Crescent,

Edinburgh, EH11 3RH

**Salary**: Starting salary £21420-£22440 (pro rata).

28 hrs per week. Monday, Wednesday, Thursday and Friday

**Pension:** 8% of Salary is Employers Contribution to your stakeholders pension

**Purpose of Job**

To manage the day care service providing up to 30 places a week for people over 60 years old with dementia living in and around Broomhouse.

To manage, train and support a staff member and a team of volunteers.

To be responsible for the running of the Beacon Club three days per week plus one administration day.

**Priority tasks involved**

* To promote the well-being of clients daily and ensuring that their physical, emotional, and social needs are met
* To encourage as far as possible clients’ independence, and to promote opportunities for individual choice and decision-making. To be familiar with the Beacon Club’s philosophy and Statement of Rights, Risks, and Responsibilities, and to promote compliance with them in the Club
* To attend the Club in session as often as necessary to keep up to date with current issues but at least once weekly. To cover for Care Assistant or volunteer absence in the Club so that safe staffing numbers are achieved
* To promote and assist in planning and implementing a programme of activities for clients as appropriate to their preferences, needs and abilities
* To liaise with carers and other professionals regarding clients’ wellbeing
* To ensure the monitoring of clients and carry out periodic review of the suitability of the Beacon Club as day care appropriate to their needs
* To maintain records – including clients’ files, and referral records
* To manage the Beacon Club petty cash day-to-day and other miscellaneous Club expenditure in close co-operation with The Broomhouse Centre finance staff
* To maximise the safety and security of Club clients, staff, and volunteers in accordance with The Broomhouse Centre‘s Health & Safety policy and procedures
* To be familiar with all the organisation’s policies and procedures and promote compliance with them
* To assess the needs of applicants to the Club through home visits and information gathered from other professionals and carers; to report to and participate in the decision making of the assessment panel
* To evaluate the Club as a service on a regular basis using appropriate evaluation tools and implement change as appropriate
* To participate in Club development as felt appropriate by The Broomhouse Centre Management Committee
* To produce an annual evaluation report to be presented to the Management Committee
* To write reports required by funders and participate in the preparation of funding applications when required

## Secondary Tasks

* To provide support and supervision to the Beacon Club Care Assistant/s and to take part in the recruitment for this/these post/s
* To recruit, organise, supervise and support volunteers (aiming for 2 volunteers for each Club day)
* To organise training for staff and volunteers in line with the Club training plans
* To maintain good communication with carers and provide advice, information, and support when required
* To liaise with the Centre Manager and other Centre staff members regarding Beacon Club and Centre matters
* To provide regular reports to the The Broomhouse Management Committee.

### Other Tasks

* To publicise the Beacon Club with a view to attracting new clients and also volunteers
* To liaise with other professionals and organisations regarding service developments; this will include attending multi-disciplinary meetings
* To be involved in the development of The Broomhouse Centre policies and procedures
* To participate in training as required of The Broomhouse Centre staff and as required by the Beacon Club training plan; to develop an interest in issues relating to the work
* To engage in fundraising where appropriate
* To maintain and develop good relationships with the local community
* Teamwork is essential within The Broomhouse Centre and you may be asked from time to time to undertake other duties that are out-with this job description. These requests will be reasonable and at the discretion of the Centre Manager or, in her absence, the management team.

## Support & Supervision

The Project Manager will be accountable to The Broomhouse Centre Management Committee. His/her line manager will be the Broomhouse Centre Manager

**THE BROOMHOUSE CENTRE**

**BEACON CLUB**

**Part-time Project Manager – Person Specification**

**The following are seemed ‘Essential’ elements for the post of Project Manager**

## Experience

* 2 years experience of working with older people with dementia
* At least one year’s experience of supporting and managing volunteers and staff

## Training

* Recognised SCQ Level 3 in Health & Social Care or Equivalent

## Personal Skills

* Non-judgemental attitude and acceptance of all people
* Ability to work in a team
* Excellent communication and listening skills
* To be understanding and compassionate
* To demonstrate a commitment to the Project
* To put in to practice the learning gained from training
* Ability to develop appropriate relationships with older people
* Ability to provide appropriate training and support to volunteers
* Knowledge of older people’s current concerns, trends and issues
* To be flexible
* To have a clean driving license