**THRESHOLD**

**JOB DESCRIPTION**

**Responsible For:**

**JOB TITLE: Deputy Project Manager Floating Support &**

**Community Flats**

**ACCOUNTABLE TO: Chief Executive Officer**

**REPORT TO: Project Manager**

**ACCOUNTABLE FOR: In conjunction with the Project Manager**

**accountable for staff team including full time,**

**part time, resource staff and volunteers.**

**BRIEF PURPOSE: Assist in the management of a therapeutic project/**

**community in accordance with professional and**

**administrative policies of Threshold. Deputising**

**in the absence of the Project Manager.**

1. **Therapeutic Programme Development, Maintenance and Review**

* Contributing to the development of and participating in a programme of rehabilitative and supportive care, which furthers the aims and objectives of the project and organisation.
* Contributing to a system that enables and empowers each client/resident to contribute to the project and that promotes his/her capacity for independence within and outside it.
* Ensuring that each client/resident formulates and pursues a positive personal development programme with clear, agreed objectives that are regularly reviewed, acting as keyworker/counsellor as agreed.
* Supporting the project manager in maintaining high occupancy, whilst working with clients/residents towards the development and maintenance of a comfortable and therapeutic environment.
* With the staff team, co-ordinating the monitoring, evaluation and development of the project, involving clients/residents in the process.
* Co-ordinating and participating regularly in group meetings and work groups.

1. **Staff Management and Supervision**

* Participating in selecting staff and allocating staff resources in accordance with Threshold policies and procedures.
* Providing personal supervision to project staff/volunteers/students under direct line management at least one hour per fortnight and completing periodic assessments, appraisals and plans for staff under direct supervision.
* Supporting project manager in ensuring that all staff, volunteers and students are supported, supervised and receive necessary training in their work and are encouraged in work-related professional and personal development.
* Co-ordinating the induction of new staff according to Threshold induction policy and monitoring periodic assessments and appraisals.
* Following Threshold’s disciplinary and grievance policies and procedures and helping staff to understand and comply with them.

1. **Administration and Finance**
   1. Taking responsibility for administration in at least one management area (e.g. finance, maintenance, referrals, domestic).
   2. Supporting the project manager in the management of the following
   3. Ensuring the maintenance of standardised records for financial and other purposes required by Threshold and statutory bodies, involving clients/residents whenever possible.
   4. Ensuring compliance with Licences and Tenancy Agreements.
   5. Overseeing the efficient collection of clients/residents fees and all other debts including those of former residents/clients.
   6. Ensuring that the project operates within agreed budget parameters.
   7. Overseeing project budgetary and day to day expenditure, including implementation of specific procedures for disbursing and accounting for money.
   8. Ensuring compliance with health and safety legislation and Threshold’s policies and procedures, including maintenance of adequate cleanliness and hygiene standards and practice.
   9. Ensuring that the building, contents and grounds are adequately maintained and secured notifying Threshold’s maintenance department of more serious problems following agreed Threshold procedures.
   10. Ensuring implementation of residential projects requirements as specified in the Registered Homes (NI) Order 1992.
2. **External Contracts, Funding and Public Relations**

* Promoting the aims and objectives of Threshold through liaison with statutory and voluntary agencies and through public relations.
* Developing and maintaining good working relationships with relevant agencies and informing referral agencies if therapeutic opportunities.
* Developing close links in the local community and promoting greater understanding of the nature of mental health problems.
* Attending local meetings and conferences of relevance to the project.

1. **Internal Contact and Support**

* Co-ordinating and participating regularly in project staff support meetings.
* Participating in collaborative review and planning with other deputies in the area and those working in the same specialism.
* Attending meetings for consultation and planning with other deputies or deputising for project manager.
* Working collaboratively with other projects, following procedures and maximising administrative and other support available to the project.

1. **Supervision and Training**

* Participating in own supervision sessions at least twice per month.
* Participating in training required for senior project workers with same level of experience and responsibility and developing professional expertise through Threshold’s in-service programme and other agreed training.

1. **Equal Opportunities**

* Adhere to and promote Threshold’s Equal Opportunities policy

***This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied, from time to time following discussion with line management. Any variations will be subject to the operational requirements of the project and will be in keeping with the general profile of the post. This job description is subject to annual review.***

**Basic Terms and Conditions of Employment**

**Hours:** 37.5 Hours per week – actual details to be agreed according to the needs

of the project/rota to provide full cover.

**Salary:** £23,080 - £25,481 (NJC Scales 14-19) per annum subject to annual

increments to scale maximum following confirmation of post and a

yearly cost of living review in April.

**Holidays:** 25 days holiday per annum plus 12 public and bank holidays

**Training:** Threshold is committed to training as an integral part of staff

development and offers a wide range of in-house training courses

and seminars.

**Other Benefits:** Contributory pension scheme (Employers contribution currently 4.5%)

Non-contributory life assurance scheme (to value 3 x annual salary).

Commitment to formal supervision and staff support.

**PERSONAL SPECIFICATION**

**DEPUTY PROJECT MANAGER FLOATING SUPPORT & COMMUNITY FLATS**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications**  A Psychiatric Nursing Qualification as recognised by NMC or a Social Work Qualification as recognised by NISCC or a Allied Health Professional to Medicine as recognised by HPC i.e. Art Therapist or Occupational Therapist or RQF Level 3 Health & Social Care. The applicant must be registered with either of the 3 regulatory bodies i.e. Nursing and Midwifery Council (NMC), N.I. Social Care Council (NISCC) or Health Professional Council (HPC). | \* |  |
| **Work Related Experience**  2 years post qualifying experience in a therapeutic setting with people with severe and enduring mental ill ness  18 months supervisory experience having been responsible for the performance of two or more staff member | \*  \* |  |
| **Skills, Abilities & Knowledge**  Knowledge of psychodynamic theories and group work.  Ability to liaise with Boards and Trusts.  Financial Management skills.  Good verbal/written communication skills.  Knowledge of equal opportunities. | \*  \*  \*  \* | \* |
| **Special Aptitudes**  Committed to understanding thoughts and feelings.  Consultative management style  Staff and user development.  Self development.  Ability to plan and prioritise work. | \*  \*  \*  \*    \* |  |
| **Disposition**  Self awareness  Ability to deal with personal stress.  Professional integrity  Ability to maintain commitment to Threshold’s therapeutic philosophy. | \*    \*  \*  \* |  |
| **Circumstances**  Access to a vehicle (Business cover insurance required).  Able to attend Threshold and other training events and meetings | \*  \* |  |