

Job Description

Job Role: Service Manager – Volunteering and Gateway

Office location: Norfolk Lodge, Park Grange Road Sheffield S2 3QF

Hours of work: 24 hours over 3 days a week – regular evening work to 8.30pm essential.

Salary: £29,033 pro rata - actual salary £18,832 per annum

Responsibilities:

- To work closely with the relevant Senior Manager to manage and develop the Volunteering Project across all services at Sheffield Mencap and Gateway
- To manage and develop the Adult Gateway Clubs across the week (currently Mon – Weds Evenings) to ensure cost effectiveness and to meet the needs of members who attend.
- To play an active and positive role in the management team at Sheffield Mencap deputising for senior colleagues where required.

Key tasks:

- To manage the Volunteering project on a day-to-day basis in conjunction with senior management so that it has reach all sections of the community.
- To recruit, induct, train and support volunteers including undertaking all relevant checks / DBS in line with best practice.
- Build on existing relationships with key partners (Universities and Voluntary Action Sheffield) to ensure consistent and strong volunteer engagement.
- To supervise university placement students with reporting where required.
- To provide management (including supervision and appraisal) to relevant staff.
- To be responsible for managing service income and expenses against budgets on the Gateway clubs.
- To work with colleagues to promote the Gateway clubs to increase attendees.
- To represent service/s at external meetings and events where required.

All Sheffield Mencap and Gateway employees are required to:

- Comply with all organisational policies and procedures
- Participate in and contribute to team meetings, staff training events and away-days
- Co-operate and liaise with colleagues
- Behave in a professional manner
- Make a positive contribution to the vision of Sheffield Mencap and Gateway through their work.

Person Specification:

The successful candidate will demonstrate they possess the following criteria

<i>Criteria</i>	<i>Standard</i>	<i>Essential</i>	<i>Desirable</i>	<i>Measure</i>
Education / Qualifications	1. Educated to A Level standard	X		A, D
	2. Relevant degree		X	A, D
Experience	3. Direct management of services in a social care setting		X	A, I
	4. Management of staff including supervisions and appraisals	X		A, I
	5. Management of volunteers	X		A, I
	6. Confident use of Microsoft office programs (Outlook / Word / Excel etc)	X		A, I
	7. Budget management		X	A, I
	8. Delivering training or learning to groups	X		A, I
Skills & Abilities	9. Able to communicate clearly and professionally to a range of individuals	X		A, I
	10. Good interpersonal and team working skills	X		A, I
	11. Excellent report writing skills including evaluations and monitoring	X		A, I
	12. Excellent organisational skills including project planning	X		A, I
	13. Empathetic approach to management		X	A, I
Other Requirements	14. An understanding of the issues faced by people with a learning disability and their family carers	X		A, I
	15. Experience of working with people with a learning disability and their family carers		X	A, I
	16. Willingness to undertake training as required.	X		A

Measures:

A: Application Form

I: Interview / Exercise

D: Document checks