POST TITLE: Centre Manager

FULL TIME POST: 35 hours per week

ANNUAL LEAVE: 20 days plus 12 public holidays

RESPONSIBLE TO: Board of Directors

LINE MANAGED BY: Appointed Director

SALARY: Equivalent to SJC PO Salary Scale Spinal SCP 35-38

LOCATION: Based at the Fife Carers Centre, 157 Commercial Street, Kirkcaldy, KY1 2NS but as part of normal work will be expected to travel throughout the local authority and beyond as appropriate

“A carer is a person who, without payment, helps and supports a relative, child, neighbour or friend who could not manage without their help due to age, frailty, addiction, disability or illness”

RESPONSIBLE FOR:
Strategic development and overall management of the organisation, its staff, volunteers, and resources.

JOB PURPOSE:
To promote and develop services for carers in Fife through the delivery of information and support and thereby maintaining or improving their quality of life and health.

(Necessarily, as part of the staff team, this post will involve appropriate interaction with carers who use the Centre’s services).

CORE TASKS:
The Manager is responsible for:

1. STRATEGIC DEVELOPMENT
   - Planning and preparation of strategic plans in conjunction with carers, other stakeholders and the Board of Directors;
   - Development, implementation, and review of the organisation’s Business Plan in conjunction with the Board;
   - Liaise with statutory and voluntary sectors to ensure carers are identified and appropriate services provided;
- Investigate perceived ‘gaps’ in service provision and, with appropriate bodies, develop opportunities to address these.

- Establishing and building strategic alliances with other complementary services, agencies and other businesses;

- Working with partnership organisations and the local authority to review and deliver National and Fife wide Strategies for the support of carers.

2. MANAGEMENT

Personnel/ Human Resources
- The appointment involves (in conjunction with the Board where appropriate), line management, support and supervision and annual appraisal of staff, including training needs, work plans and mechanisms for monitoring and evaluation;

Organisation and Resources
- Day to day management of the organisation and all its resources including the overseeing of security and servicing of office premises and equipment;

- Overall responsibility for production and review (regularly/annually as appropriate) of information, newsletters and other publicity materials as necessary to promote the profile of carers, their needs and rights;

- Providing reports and agendas for Board meetings and maintain regular liaison with its members;

- Ensuring consultation with carers and stakeholders, subsequently feeding their views to relevant statutory bodies;

3. FINANCE

- Overseeing of all financial matters, including the preparation of budgets and regular financial reports for the Board, in conjunction with the Finance Officer;

- Investigating appropriate funding opportunities and preparing funding applications in conjunction with the Board.

4. SERVICE LEVEL AGREEMENTS AND CONTRACTS

- Fulfilling all requirements of Service Level Agreements and/or contracts with the local authority;

- Fulfilling all requirements of agreements with funders.
5. COMPLIANCE

- Ensuring that the organisation adheres to current legislation in respect of storage of confidential information and any other legislation;

- Ensuring that the organisation meets statutory and regulatory requirements placed upon it;

- Ensuring all recording systems are monitored as required by policies and procedures agreed by the Board;

- Development and maintenance of quality assurance for the organisation;

6. Undertaking any other appropriate duties at the request of the Board.

All employees are expected to read and abide by the organisation’s Policies and Procedures.

February 2014