



## Job Description

### Job Details

Job Title	<b>Manager</b>
Location:	Dunfermline
Line Manager:	Chair and Board Members of Fairway Fife
Manages:	Full Staff Team

### Main Purpose of Job

- ✓ To manage and support the development of Fairway Fife
- ✓ To support staff and members to provide quality services to young adults with learning disabilities
- ✓ To support the Management Board to develop the Charity's aims and objectives
- ✓ To achieve recognition and support for the work of Fairway Fife

### Duties and Responsibilities

- To liaise with and support the work of the Charity through a programme of capacity building, training and governance.
- To line manage Fairway Fife staff and Mentors both paid and voluntary, ensuring that they have the knowledge, skills and support to carry out their roles and responsibilities.
- To ensure that partnership working within Fife is maintained and developed to the benefit of Fairway Fife and its members.
- To ensure that Fairway Fife plays a prominent role within the geographical area by representing the organisation on key policy and good practise within the Disability Sector
- To ensure that all funding possibilities are explored, and funding secured, to sustain the development of Fairway Fife.
- To ensure a relevant training programme is developed and delivered.
- To maintain up to date knowledge of changes in legislation and policy which affect people with Learning Disabilities, Charities and the voluntary sector
- To assist and support the Management Board of Fairway Fife in carrying out their responsibilities.
- To provide regular reports to the Management Board of Fairway Fife.
- To carry out strategic reviews, surveys, consultations and research into the Charity sector best practise, as required.
- To ensure Fairway Fife targets are met, as agreed by members and Management Board



- To ensure that all policies and procedures are developed and implemented wherever needed to safeguard the organisations legal and moral responsibilities.
- To maintain strong links with various organisations, and other key partners, as determined by the Management Board and members.

#### **OTHER TASKS**

- To maintain contact with the media and provide press releases, interviews and information where appropriate
- To monitor and evaluate the work of Fairway Fife
- Undertake other duties which may be required, and are commensurate with the post
- To provide interim and end of projects reports to funders



Person Specification	
Qualifications	<ul style="list-style-type: none"> <li>• Advanced education in Disability support sectors</li> </ul>
Relevant Experience/Knowledge	<ul style="list-style-type: none"> <li>• Experience of working at a senior level in Charity/Disability sector or relevant organisation</li> <li>• Good understanding of charity law and governance</li> <li>• Experience of working in partnership with multi-disciplinary stakeholder teams</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Strong leadership skills with experience of leading and coaching teams to deliver organisational effectiveness</li> <li>• Excellent written and verbal communication skills with ability to present information clearly and creatively.</li> <li>• Influencing and relationship management with key stakeholders and partners</li> <li>• Ability to work to deadlines under pressure and work flexibly in response to changing priorities</li> <li>• Good knowledge and experience of using MS Office packages</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Self-motivated with enthusiastic and energetic approach</li> <li>• Confident approach to own learning and continuous improvement of work</li> <li>• Actively demonstrates the values held by Fairway Fife</li> </ul>



Working with Youth 1st	
Salary Range	£27,664.00 pro rata per annum
Hours of work	16
Duration of Contract	Permanent
Pension Scheme	Pension scheme in operation as per government guidelines
Leave	28 days paid leave per annum inclusive of public holidays
Other Information	<p>The Job Description is purposefully intended to be of a general nature, defining the main elements of work required for the successful operation of the work of Fairway Fife.</p> <p>It is recognised that changing circumstances will have a direct bearing on the balance of duties at any particular time. As part of a continuing process, objectives and priorities will be kept under regular review.</p> <p>Fairway Fife is a voluntary organisation and is monitored by The Board, who are all volunteers therefore, any extra assistance over and above paid sessions that staff are prepared to give would be greatly appreciated. However, there is no expectation of staff to give voluntary time.</p>