# Description: C:\Users\Donal\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\P9X2R2LV\USDC Ltd.jpg

# Job Description

**JOB TITLE:** Top of the Rock

Healthy Living Centre (HLC) Manager

**RESPONSIBLE TO**: Deputy Chief Executive Officer

**BASED AT:**  USDT, Top of the Rock

 689 Springfield Road, BT12 7FP

**CONTRACTED HOURS:** 37.5 Hours per week

**SALARY:** £31,754

**Overall Purpose of the Job:**

As the Healthy Living Centre Manager you will have lead responsibility to ensure dynamic, supportive and effective health & wellbeing services are developed and delivered across the Upper Springfield Whiterock locality. The post holder will lead on the strategic development and day to day management of the Healthy Living Centre.

**MAIN RESPONSIBILITIES**

1. Lead the HLC’s strategic development ensuring continued and appropriate provision of health and wellbeing services for the local population.
2. Day to day management of the HLC including line management and supervision of staff and volunteers as well as recruitment and selection when appropriate.
3. Lead on the planning, implementation and evaluation of future HLC developments ensuring local needs are met and outcomes achieved.
4. Participate in strategic groups and input into strategic frameworks to ensure issues regarding health inequalities are addressed.
5. To apply for funding/tender opportunities securing the current and future sustainability of the HLC.
6. To ensure effective implementation of service level agreements and contracts
7. To participate/lead (as appropriate) in the Community Wellbeing Alliance Consortium and the Healthy Living Centre Regional Alliance, including the securing and delivery of services.
8. Implement robust performance management systems ensuring the HLC delivers its strategic and operational aims and objectives.
9. To create and maintain full engagement of key stakeholders at all stages of the project.
10. To assist the local partnership in identifying and meeting health and wellbeing needs of the Upper Springfield Whiterock locality.
11. To ensure robust financial management, monitoring and approval process for the project as a whole.
12. Ensure the project is managed appropriately in terms of budgets, procedures, legal requirements and quality standards.
13. Encourage and support inter-agency work and an effective co-ordinated response to the needs of local people within the projects framework.
14. Raise awareness of local health inequalities by networking with the community, voluntary, statutory and private sectors.
15. To publicise and promote the HLC project with stakeholders.
16. Produce accurate and timely reports for the senior management team, USDT board and funders.
17. To ensure compliance with all USDT polices in particular reference to the health and safety, equal opportunities and communication policies.
18. Continuous development of skills through training for both self and staff

*The concept of team working means that a flexible approach to work areas is required from the postholder. The work areas identified above are not exhaustive and only represent current principal tasks. The post holder may therefore be required to carry out other duties as determined by USDT from time to time.*

# P E R S O N N E L S P E C I F I C A T I O N

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| The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis. |

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| --- | --- | --- | --- |
| **Ref** | **Area** | **Essential (E)** | **Desirable (D)** |
| **Education / Experience** |
| E1 | Third level qualification and / or recognised professional qualification in a relevant field\*+A proven track record of 3 years full time experience of working in the field of health and / or community development at a senior level\*\* | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.pnghttp://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E2 | Or A proven track record of five years’ full time experience working within the field of health and / or community development at a senior level\*\* | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| D1 | Relevant management qualification |  | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |
| **Experience and Knowledge** |
| E3 | Evidence of two years’ experience of project development and management | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E4 | Evidence of two years direct line management of staff | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E5 | Proven experience in the preparation and completion of funding applications and tenders  | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E6 | Proven knowledge of the current health and wellbeing issues impacting individuals, families and communities across the Upper Springfield Whiterock locality | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E7 | Proven knowledge of ICT with proficiency in the use of Microsoft Office packages | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| **Skills and Abilities** |
| E8 | Proven ability in establishing and maintaining collaborative cross sectoral partnerships gaining respect and credibility both internally and externally with partners | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E9 | Proven self-management skills and the ability to work on own initiative  | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E10 | Proven ability to implement and maintain monitoring and evaluation processes | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E11 | Proven financial management  | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E12 | Proven high level of written and oral communication skills including report writing, presentation skills and the ability to engage key stakeholders | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| D2 | Full driving licence and access to a car\*\*\* |  | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |
| **Values & Behaviours** |
| E13 | Ability to work flexibly to meet the requirements of the post | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |
| E14 | Commitment to the principles of community led health and wellbeing | http://nexnet.files.wordpress.com/2013/02/kliponious-black-tick.png |  |

\*Relevant qualification to include; community development, social work,y work, psychology, sociology or equivalent

\*\*Senior Level is defined as minimum experience at NHS Band 6 or NJC PO3

\*\*\* This criterion will be waived in the case of a suitable applicant who has a disability which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.