



## Operational and Development Manager

### Job Description

<b>1. Job Details</b>	
Post Title:	Operational and Development Manager
Hours	Full Time
Contractual Status:	1 year (renewable according to funding availability)
Organisation:	HOPE for Autism in North Lanarkshire
Location:	The HOPE Centre, 145 Chapel Street, Airdrie, ML6 6LH
Reporting to:	Chief Executive Officer
Date:	June 2019
<b>2. Job Purpose</b>	
<p>The overarching purpose of this role is to help the CEO/Board in shaping HOPE for Autisms' goals and objectives and agree the strategic plan and to ensure delivery and development of HOPE for Autisms' services meet with the needs of the local and wider community. To be responsible for the delivery of the Operational/Strategic plan, provide monthly updates to the Board on delivery against the plan and agree adjustments where appropriate.</p> <p>Responsibilities will reflect the role of HOPE for Autism to provide practical and emotional support to young people with an Autistic Spectrum Disorder (ASD), in addition to their families, carers and professionals in North Lanarkshire.</p>	
<b>3. Key Responsibilities</b>	
<p>Overall responsibility for the day-to-day operational management of HOPE for Autism</p> <p><b>Staff Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Line management of staff to include regular staff meetings and bi-annual staff development reviews.</li> <li>➤ To support the CEO and the Autism Lead to develop and implement an annual training and learning plan.</li> <li>➤ Lead and develop staff, including providing staff training, coaching and mentoring as required.</li> <li>➤ Produce a learning plan from the identified development needs of staff and discuss with the CEO the priorities for the year.</li> <li>➤ Undertake training appropriate to the role.</li> <li>➤ Help to coordinate and maintain an HR system which maximises the potential of staff and is in keeping with the mission and values of the organisation.</li> </ul>	

### **Planning and Organising**

- Maintain HOPE for Autisms' operational plan.
- Ensure maintenance of the grounds, building and services.
- Ensure up to date and accurate information about all children & young people is maintained.
- Coordinate the maintenance of records and data and ensure these are kept up to date.
- Seek innovative approaches to information management processes.

### **Communication**

- Support the Autism Lead to produce a training calendar annually and support the delivery of HOPE for Autisms' training packages and presentations, including the promotion of Autism Awareness activities.
- Ensure advertising materials and information leaflets are up to date and available.
- Work with others to develop and maintain a marketing strategy.
- Develop reports relevant to the job.
- Keep abreast of child protection issues.
- Participate in campaigning issues if appropriate.
- Promote HOPE for Autism.
- Ensure a person centred approach is adopted throughout the organisation.
- Competent in the use of email, Word, and Excel spreadsheets.
- Competent in the use of a database.

### **Working with the Board**

- Ensure appropriate presentation and reporting to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.

### **Promotion of the organisation**

- Develop and maintain effective networks and partnerships with stakeholders and those in the local and wider community.
- Seek opportunities to further develop and promote the role of the organisation.
- Ensure the organisation is presented in an appropriate and professional manner to its stakeholders and to the community.

### **Health & Safety**

- Coordinate Health and Safety by dealing with any incidents that occur, ensuring risk assessments are carried out and HOPEs' Incident Forms are completed.
- Organise Health & Safety training as required.
- Collating risk information and producing a quarterly report for the Board.
- Report any health and safety hazards to the CEO as appropriate and document in the 'hand-over' book.
- Maintain appropriate policies.

**Monitoring and Evaluation**

- Help to develop and maintain monitoring and evaluation systems as required.
- Ensure results are analysed and that reports are produced for the Board/funding providers.
- Ensure staffs' records of group activities and attendances are maintained for accuracy and collate reports for Board meetings.
- Managing and working within allocated budget when required.

Any other duties that the organisation may deem appropriate and meet the changing needs of the service.

This post requires a flexible approach and has day, evening and weekend working hours when appropriate and according to the needs of the service.

**TERMS AND CONDITIONS**

<b>Salary:</b>	Circa £35,000 to £37,500 (Depending on experience)
<b>Hours:</b>	37.5 Weekly
<b>Annual Leave:</b>	25 days and 8 public holidays.
<b>Prob. Period:</b>	6 Months