



Vacancy - Operational and Development Manager

Role

HOPE for Autism presents an exciting opportunity in further developing a very successful Autism Charity operating within the North Lanarkshire Locality.

We are looking for an individual to take the lead role of Operational and Development Manager and to lead our friendly team. This is a rare opportunity to continue to shape a Third Sector organisation and to lead its direction as it is being evolved.

About the Charity

HOPE has been supporting children with Autism Spectrum Disorder and their families since 2002. We deliver daytime and evening activity groups for children and young adults. We offer a range of support services and training to parents/carers and others in the North Lanarkshire community.

HOPEs' mission is: *HOPE will seek to empower families and the community in North Lanarkshire to embrace Autism*

By implementing our strategic plan for 2018-2021, HOPE aims to be even more accessible for all children and young people in North Lanarkshire with Autism Spectrum Disorder. We aim to support families and others who provide services for those with Autism Spectrum Disorder through the provision of bespoke training and information programmes.

Over the past four years, we have extended our family support services and our partnership work. We aim to further extend our services to work with others to support the transition of young people across various life transition pathways. We aim to continue to grow and extend group activities, sports, and other services to ensure we remain accessible and inclusive.

What we will expect of you in the role

You will be based in our Airdrie office and have overall responsibility for the services we provide. Your office hours will be varied and in line with the needs of the organisation. This may require evening and weekend work. However, mid-week working is usually normal with some evening hours included.



You will be responsible for recruiting staff and ensuring they are trained to the highest standard. You will also be responsible for meeting with the Chair Person and reporting to the Board. Monitoring quality and continually improving standards is an important part of this role along with staff management and supervision. You will have responsibility for the day-to-day running of the HOPE Centre and there will be many opportunities to implement new systems and procedures using your prior experience.

Who are we looking for?

We are looking for someone who enjoys helping others and is looking to be part of a caring team with a holistic approach. You must be an experienced manager with knowledge and understanding of service development and/or community development work. Relevant working experience in developing and managing a team is essential. The ideal candidate will have:

- Relevant supervisory experience in a support environment
- Suitable qualifications in Leadership and Management are desirable
- Good understanding of the issues surrounding people with complex needs
- Experience of legal, regulatory and policy requirements relating to Autism and support service provision
- A commitment to staff and members involvement
- Experience of risk management
- A commitment to positive risk taking within a supported environment
- The ability to effectively and efficiently manage available resources to ensure our children, families and stakeholders receive high quality person-centred support
- Experience developing services

The post is subject to satisfactory references and membership of the PVG Scheme.

Please contact the HOPE Centre on 01236-779191 or email; Hope@hopeforautism.org.uk for an Application Form or for more information on this vacancy, contact Eileen Waugh, CEO; Eileen.waugh@hopeforautism.org.uk

Closing date; Sunday 30th June 2019.