**The Whitechapel Centre**

**Job Description**

**Post:** Project Manager – Recovery Campus

**Reports to:** Senior Manager

**Grade:** National Joint Council (NJC) SCP 29 - 34

**Disclosure & Barring Service**

This post, due to its nature, duties and responsibilities, will be subject to a check by the Disclosure and Barring Service (DBS). The level of check, which will apply, shall be a “Enhanced” level check. Information about this disclosure can be found at the website: [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

**Purpose of Role**

To lead the development and manage of a Recovery Campus that will deliver a high quality and effective programme of learning as part of the Waves of Hope service for people with multiple and complex needs. This will include:

* leading the design and development of an innovative programme of learning that is co-produced with, and meets the needs of, clients with multiple and complex needs, partner delivery providers and wider stakeholders.
* managing projects, ensuring performance outcome targets and other agreed contractual conditions are met.
* leading, motivating and managing staff teams.
* ensuring good practice is maintained at all times.

### Key Responsibilities

1. To be the specialist / expert within the Recovery Campus and embed appropriate principles and practices throughout the service and across Waves of Hope.
2. To establish and maintain productive partnerships and clear lines of communication with Waves of Hope delivery partners and other agencies and stakeholders in order to maximise potential benefits for people who use our services.
3. To develop, co-ordinate and manage a comprehensive, high quality and inspirational programme of learning, including brokering innovative learning activities, that clients with multiple and complex needs want to be part of which meets their needs, builds on and supports recovery and inclusion and enables them to progress.
4. To oversee all marketing, communication and promotion activities in order to gain and maintain appropriate levels of take-up and engagement.
5. To track and record referrals, engagement, attendance, retention, progression and achievement in order to monitor and evaluate the impact, relevance and quality of the programme and to ensure the project meets all contractual requirements, standards and targets.
6. To compile and present the service’s outcome and contractual reports and business plan.
7. To monitor and evaluate standards of service delivery ensuring the planning and implementation of services are undertaken in a way that promotes and respects co-production.
8. To appoint awarding bodies and to oversee relevant verification and certification processes.
9. To ensure high standards of quality and professionalism are maintained at all times.
10. To maximise the cost-effectiveness of the service and to take responsibility for the management and utilisation of the Recovery Campus budget ensuring the service operates within budget.
11. To lead a high performing team, taking day to day responsibility for attendance and performance management at both a team and individual level, motivating staff and challenging poor performance positively and constructively.
12. To undertake staff appraisals and ensure that training and development needs are identified and opportunities are provided for improving skills, knowledge and performance.
13. To participate in the provision of good quality training to staff, placements, volunteers and representatives from external agencies as appropriate.
14. To undertake other supervisory and management duties in the organisation, including deputising for senior managers, as required.
15. To ensure organisational policies and procedures are implemented and adhered to.
16. To carry out other duties as reasonably required by senior management.
17. To maintain appropriate records and carry out administrative procedures.

**Training**

The post holder will be expected to undertake training and retraining throughout employment in this post and will be expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.

Health and Safety

Each employee has a duty under the health and Safety at Work Act (S.7) to take reasonable care of the health and safety of themselves and others at work , whether colleagues, service users, visitors or contractors.

The Whitechapel Centre is a non-smoking organisation**.** All staff have a duty to personally observe and ensure adherence to the organisation’s Smoking Policy, the purpose of which is to ensure that staff, visitors and service users are not exposed to tobacco smoke in and around Whitechapel premises, and during the course of business.

Review of this Job Description

The information in this job description may need to change from time to time in the light of management or legislative changes. Before implementation and where appropriate, such changes will be discussed and agreed with you.

**Date last reviewed:** April 2015