**Job Description - Scheme Manager**

**Job Title**: Scheme Manager

**Employer**: Home-Start West Lothian, Cameron House, 13a Fairbairn Road, Livingston, West Lothian, EH54 6TS.

**Hours of work**: 37 hours/week

**Responsible to**: The designated line manager from the Home-Start Board of Trustees

**Responsible for**: All paid members of staff

**Purposes of the job**

* To hold responsibility for maintaining an overview of the scheme
* To ensure the effective day to day management of the scheme in accordance with the Home-Start Memorandum & Articles of Association; the Home-Start Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
* To ensure the scheme maintains high standards of practice in supporting families within the Home-Start model
* To ensure equality of opportunity, fairness and diversity in all aspects of the scheme’s work.
* To ensure good safeguarding practice in all aspects of the scheme’s work
* To take responsibility for providing leadership and management to the staff team.

**Main Responsibilities**

**Managing the scheme**

* Taking responsibility for the day to day management of the scheme
* Reporting to and supporting the Board of Trustees to ensure the effective strategic management, development and future funding of the scheme.
* Fulfilling role of Company Secretary as required
* Ensuring all Home-Start policies and procedures are implemented and reviewed.
* Ensuring effective administration, monitoring and financial systems are in place.
* Managing the operational work and deploying the scheme’s staffing and financial resources in the most effective way
* Supporting the trustees to ensure that bids or tenders submitted are adequately costed and risk assessed; and that contracts or SLAs are delivered and targets met
* Supporting the Board of Trustees in the recruitment, selection, induction, management and deployment of organisers/co-ordinators and other paid employees.
* Leading the staff team and ensuring all employees receive effective supervision, direction and opportunities for development.
* Promoting the work of the scheme externally.
* Contributing to and supporting the development of the Home-Start network locally, regionally and nationally.

**Support for families**

* Maintaining an overview of the work with families.
* Ensuring support to families is of a high standard, in accordance with Home-Start’s model, policies and procedures
* To undertake the Strategic Lead role on safeguarding and promoting children’s welfare

**Managing Volunteers**

* Ensuring the scheme maintains an effective team of volunteers.
* Ensuring the scheme’s policies and procedures are fully implemented in all aspects of working with volunteers including their recruitment, selection, preparation, support and supervision.
* Ensuring that the Home-Start preparation course is delivered in full and to a high standard to all prospective volunteers

**Working in Partnership**

* Ensuring appropriate liaison and communication with referrers and other professionals
* Networking appropriately within the community.
* Contributing to local policy and community development as appropriate.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

Any substantial or major changes will be negotiated.

This job description is current as at January 2022.