

JOB PROFILE

JOB TITLE	PROJECT MANAGER	REPORTS TO	Operations Manager
JOB PURPOSE	To co-ordinate and lead projects in accordance with the aims, objectives and values of SoLO Life Opportunities.		
Role and Context	Need to do	Need to know	
Key accountabilities	Key Performance indicators	Qualifications and experience	
<ol style="list-style-type: none"> 1. Lead responsibility for effective management of multiple projects within their portfolio. 2. Interpret and implement SoLO's policies and strategies on a day to day basis ensuring that Project Leaders are kept informed of any new developments. 3. To assure project compliance against regulatory and legislative requirements. 4. To set, with the Senior Manager budgets for the year and to ensure the delivery of projects within the defined budget. 5. To make recommendations in line with strategy to the Senior Manager based on grassroots information 6. To line manage and develop the Project staff including volunteers, in accordance with SoLO's HR and Recruitment policies and procedures. 7. To take an active part in the delivery of a training programme to ensure that SoLO's staff, volunteers and outside agencies are equipped to deliver a quality service 8. To ensure that all staff and volunteers are working in compliance to SoLO's risk management processes and that all staff comply with health and safety requirements, notifying of any incidents and minimising risk. 9. To represent SoLO where appropriate and as agreed with Operations Manager, and to network positively with other providers. 10. To ensure that members views are incorporated to all aspects of SoLO's service delivery 11. To be part of the on-call service on a shared rota basis 12. To manage external relationships as directed by line manager. 13. To maintain clear and accurate records relating to members, staff and volunteers. 14. To undertake other duties as may arise from time to time as directed by the Line Manager 	<ul style="list-style-type: none"> • Projects managed and delivered to set targets • Projects deliver within agreed budgets • Projects delivered to high standard through effective team leadership <p>Relationships</p> <p>Internal</p> <ul style="list-style-type: none"> • Operational staff/volunteers <p>External</p> <ul style="list-style-type: none"> • Members/Parents/Carers • Other providers • Statutory services <p>Decision making</p> <ul style="list-style-type: none"> • Authority to recruit and discipline staff within the project team. • Authority to agree expenditure within budgets for project work 	<ul style="list-style-type: none"> • Understanding of the needs of people with learning disabilities, their parents and carers • Understanding of how voluntary and statutory agencies operate • Experience of Project Management • Working with people with learning disabilities • Working as a team member • Relevant management qualification and/or experience/degree 	
		Need to be	
		<ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Good Interpersonal skills • Respects confidentiality • Self motivated and self starter • Flexible and adaptable to changing demands and new challenges • Works with integrity • Good Planning & Organisation skills 	