

# JOB PROFILE

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