

**MOTIV8
JOB DESCRIPTION**

JOB TITLE:	Manager
RESPONSIBLE TO:	Services Manager/Director of Operations
RESPONSIBLE FOR:	All project staff
PURPOSE OF JOB:	To plan, organise and deliver all aspects of the XXX Programme including supporting new developments. Oversee the delivery of all other XX services

SERVICE DELIVERY

SPECIFIC DUTIES

1. Contribute to the overall development and implementation of services which prevent or reduce offending in young people for Motiv8.
2. To take lead responsibility for the development, implementation and delivery of specific areas of service delivery or strategic development.
3. Develop and maintain excellent working relationships and partnership working with key agencies and funders for your areas of responsibility.
4. Ensure that the delivery of services contribute to the overall strategic direction of Portsmouth City as well as of Motiv8's own goals.
5. Be aware of and inform the CEO and HR and Partnerships Development Coordinator of new developments in the city/elsewhere or potential funding pertaining to your specific areas of work or another.
6. Monitor the progress of the services you have responsibility for ensuring contractual requirements are met, best practice standards are met.
7. Ensure the ongoing assessment and regular review of services delivered by your team with the aim of continuous improvement and overall evaluation of services impact and outcome management.
8. Ensure you keep up to date with best practice, regulations, social policy and legislation as they affect your areas of responsibility and ensure these are implemented by your team.
9. Contribute to the short, medium and long-term business planning of the organisation.
10. Contribute to the setting of annual budgets and managing budgets as required.
11. Communicate business plan objectives, goals and management decisions to your staff team.
12. Support your staff team to develop themselves personally and professionally within agreed frameworks

13. Contribute to the setting of specific policies and procedures to further the work of Motiv8, taking leadership on specific areas of responsibility.
14. Contribute to the creation and maintenance of a positive and constructive management team.
15. To network within Portsmouth and nationally to develop your expertise in your field of responsibility and to raise understanding, awareness and reputation of Motiv8.
16. Devise, lead, support and manage the organisation's xx Programme(s), ensuring good co-ordination within the area of different services and delivery of agreed programme of services to targeted clients.
17. To be responsible for the recruitment, supervision and management of project related staff, sessional and volunteers.
18. To build effective networking relationships with partner agencies such as Probation, Youth Offending Team (YOT), education services, including schools and LEA services, to support appropriate referrals of young people to MOTIV8.

GENERAL DUTIES

1. To work within the policies and procedures of MOTIV8.
2. To contribute to the general administration of the office.
3. To take responsibility for the health and safety of yourself and others.
4. To undertake any other duties as reasonably required in line with the individuals capabilities
5. Undertake flexible working with occasional work outside contracted/core hours.
6. To comply with equal opportunities policy of MOTIV8 with reference to clients and staff.
7. To promote equal opportunities within MOTIV8.
8. To maintain confidentiality at all times with MOTIV8 Policies and Procedures.
9. To attend meetings and training as required.
10. To maintain monitoring and recording systems and to supply managers with relevant information.
11. To ensure the positive reflection and promotion of MOTIV8 to outside agencies.
12. To entertain professional standards and promote MOTIV8 services and relationships with external organisations and individuals.

13. To work towards building and developing MOTIV8's services.
14. To be responsible for personal and professional development.
15. To actively pursue routes available for the development and improvement of MOTIV8's standards and services.

MOTIV8

PERSON SPECIFICATION

JOB TITLE: Manager

RESPONSIBLE TO: Services Manager/Director of Operations

Skills	Essential or Desirable
Ability to lead others	E
Ability to set directions and goals	E
Ability to think strategically and apply strategy to service delivery	E
Ability to develop a team approach based on trust and respectful challenging	E
Ability to plan and organise own workload and that of others	E
Good written and verbal communication skills	E
Good interpersonal and networking skills across a wide range of people	E
Ability to apply organisational goals to own area of work	E
Ability to take an overview of whole organisation and understand the role and contribution of specific responsibilities in that	E
Ability to appreciate the big picture and detail	E
Ability to supervise and coach staff	E
Ability to build a team	E
Ability to set individual performance targets for team members and monitor them	E
Ability to prioritise amongst competing pressures	E
Ability to maintain and improve quality of services	E
IT skills	E
Numerate ability to manage budgets and financial information	E
Knowledge and Experience	
Experience of supervising staff/volunteers for a minimum of 1 year	E
Minimum 3 years experience of working with young people with challenging behaviour	E
Relevant qualification to minimum Diploma level	E
Understanding of team dynamics	E
Understanding of challenging behaviour of young people	E
Knowledge and experience of delivering services to socially excluded young people	E
Knowledge and experience of working with statutory agencies	E
Knowledge and experience of contract compliance	E
Knowledge and experience of implementing organisational policies and procedures	E
Understanding of the legislative and regulatory frameworks within which MOTIV8 must operate	E