ROLE **PROFILE**

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| **JOB TITLE:**  **REPORTING TO:**  **TEAM:** | Motiv8 Team Manager  Strategic Lead  Employment, Enterprise & Training |
| JOB OVERVIEW  To manage and supervise the programme delivery team, to deliver against project targets and outcomes and move people closer to removing barriers to employment. Responsible for the line management & development of the Motiv8 team providing a multi-disciplinary approach to tackle the root cause of poverty for the most disadvantaged, promoting social inclusion and driving local jobs and growth in partnership with a diverse range of stakeholders.  You will be employed to work solely on the Motiv8 project. The post is funded through the Building Better Opportunities programme by the European Social Fund and BIG Lottery Fund.  If you are looking for a rewarding role, that enables you to make a difference to people’s lives and can work on your own initiative, connect with people at all levels then this role is for you. | |

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| ABOUT THE ROLE |



# We have big plans driven by our priorities and underpinned by our values and principles. We don’t focus simply on what we do – how we do it is equally important. It’s the way we work.

# Your main responsibilities will include:

* To be responsible for the day-to-day management of the Motiv8 team, including management & supervision of complex caseloads offering specialist support to participants with complex needs. Ensuring that targets and outcomes are achieved in line with expectations of the contract, through a performance management target driven culture through effective line management.
* To assist in the development of a range of intervention measures that meet the requirements of the motiv8 project with peers across the partnership within other areas of greater Manchester, sharing best practice to understand the wider context of the project delivery.
* To ensure that both performance & customer service are paramount in all aspects of work undertaken & to involve service users in the review and development of the service in order to facilitate effective delivery.
* To assist in the development of robust partnerships with a variety of stakeholders to ensure that the team has access to high quality services to achieve a co-ordinated approach in order to help them achieve their outcomes through specialist assessment and support planning.
* To identify, oversee, monitor and manage risks pertaining to the delivery of the project, provide regular monitoring and performance reports with a strong emphasis on early identification and contingency mechanisms.
* To be a proactive member of the team, continually seeking to improve and develop owns skills and the performance of the team who operates within and complies with New Charter’s policies, procedures and values at all times.

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| WHAT WE ALL NEED TO DO |

* To help us achieve our purpose of improving lives, we all live by our four main values: passion, openness, respect and trust.
* We support the organisation to make sure we continue to maintain and even exceed expectations, work to high performance and compliance standards and demonstrate value for money.
* Everyone adheres to data protection regulations ensuring that confidentiality is maintained around access to commercially sensitive or personal information in line with our policies and procedures.
* We thrive in an inclusive environment, where everyone is valued.
* Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.

* Everyone undertakes personal development activities which will support you in your job and help you continually innovate and reach your full potential.
* From time to time you may need to undertake other tasks commensurate with your role.

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| PERSON SPECIFICATION |

**Person Specification:**

**Assessment Key:** AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

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| **AREA** | **REQUIREMENT**  (All criteria are essential unless defined as desirable) | **ASSESSED BY:** |
| Qualifications and Training | * Recognised Managerial Professional qualifications (Desirable) * Good standard of numeracy and literacy | A  A |
| Experience, knowledge,  skills and qualities | * Experience of managing, developing motiving and supervision of frontline staff * Experience of working with multi disadvantaged groups * Experience of multiagency and inter agency working * Experience of monitoring service performance against key work objectives, targets and outcomes * Experience of budget planning and management ensuing it is monitored and controlled effectively * Knowledge of best practice relevant to the post * Working knowledge of Health and Safety at Work Act 1974 * Risk Assessment and management of risk * Experience of making key decisions in respect of the safeguarding of vulnerable adults, children and young people * Experience of monitoring systems and data bases in order to evaluate progress. * Experience of managing, monitoring and reporting under ESF guidelines (Desirable) * Ability to assess potential risk and provide guidance and advice to lone working staff and others * Knowledge of the evidenced based methodology that underpins family intervention. (Desirable) * Ability to draft and present key reports * Ability to set-up systems for the safe keeping/of sensitive/ confidential information. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| Skills and abilities | * Commitment to excellent customer care including customer involvement, choice and control * IT literate * Effective written communication skills | A  A  A/I |
| Personal qualities | * Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing * Ability to prioritise and manage a complex, demanding workload, ensuring deadlines and targets are met * Ability to work flexibly and out of hours where required * Ability to respond to out of hours emergencies that occur within the service * Able to work as a flexible team member, contributing to a wide range of corporate challenges | I    I  I    I  I  I |

September 2022