**Light Project Peterborough**

**Services Manager**

**Salary**: Up to £35,000 dependent on skills and experience

**Reporting to:** CEO

**Based at:** The Garden House, Gravel Walk, Minster Precincts, Peterborough, PE1 1YU

**Hours:** Full time (37.5 hours)

Light Project Peterborough (LPP) exists to enable and equip the church and community to heal the brokenhearted, set free the oppressed and bring good news to the poor.

We have strong links within and across the statutory, community, church and business sectors and have become a go to faith based charity for leading systems change and delivering services to the poor and vulnerable.

With visionary leadership and a strong board of trustees LPP will continue to aspire to expand its services and influence within the city to promote a reduction in poverty to those most in need. Where there is a need, we will endeavour to meet it either internally or by stimulating change or new growth.

**Purpose of Post**

Working with and supporting the CEO in managing the day to day services and operations of LPP.

You will be accountable for a number of important areas that will ensure LPP is a charity that provides the highest standards in support. You will play a key role in ensuring the projects we deliver operate in positive, safe and effective working environments and that the activities that LPP undertakes are recorded and communicated effectively.

With a team ethos you will focus on the success of others, have a passion and drive for your work and have the skills to understand where others are coming from.

As an articulate self-starter with an eye for both the bigger picture and the detail needed in serving vulnerable people you will bring a range of different management skills and experiences to LPP.

**Main Duties and Responsibilities**

* Lead on agreed project areas
* Manage and motivate staff to create a team culture and positive working environment
* Assist with recruitment of new staff and LPP training pathways
* Review policies and write procedures where required to ensure activities and projects are delivered safely, effectively and in accordance with legislative requirements
* Be responsible for the Health and Safety of staff and service users within designated project areas
* Ensure systems for case management, data recording and impact measurement are utilised effectively.
* Promote a learning and reflective culture and the use of monitoring and evaluation tools to improve professional practice and outcomes for those LPP serves
* Ensure that those LPP serves have a voice to contribute to service activities and developments
* Plan and manage budgets and contribute to the decisions on allocations of resources
* Support development of new services
* Support funding applications through information, report and statistics as required
* Seek and share best practice and new ways of working
* Represent LPP at conferences, events and presentations as necessary
* Act on behalf of and deputise for the Chief Executive Officer when called to do so
* Contribute to on call out of hours support
* Attend and lead team meetings
* Work to agreed objectives and attend performance review meetings
* Adhere to LPP policies and procedures
* In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of Light Project Peterborough

**Person Specification**

|  |  |
| --- | --- |
| Experience and knowledge | Essential / Desirable |
| Minimum 2 years experience in a management role | E |
| Minimum 2 years experience of working with vulnerable adults | E |
| Policy and process review and formation | E |
| Management information systems and activities recording | E |
| Evaluation and monitoring of activities and projects | E |
| Budgets and financial systems | D |
| GDPR and data protection | E |
| Safeguarding practice and issues | E |
| Equity, diversity and inclusion | E |
| Buildings management and multi site delivery | D |
| Qualifications / Membership |  |
| Degree level or equivalent  | D |
| Vocational leadership qualification(s) | D |
| Skills |  |
| Self-motivated, able to work alone as well as in a team | E |
| Ability to work to a high standard with an attention to detail | E |
| Excellent IT, verbal and written communication skills | E |
| Good time management skills, including the ability to prioritise and plan work to meet deadlines | E |
| General  |  |
| Hold a clean driving licence with insurance for business use | D |
| Ability to work flexible hours when needed | E |
| Maintain and observe conditions of health and safety | E |
| Willingness to develop within the job and undergo relevant training | E |
| Recognition and respect of the Christian ethos of the charity  | E |