**WELLSPRING SETTLEMENT**

**Job Description**

**Job title:**  **Development Hub Manager**

**Salary:** Grade H Scale points 34- 37 £30,756- £33,136 per annum pro rata (successful applicants start at the bottom of the scale).

**Hours:** 35 hours per week

**Responsible to:**  Deputy CEO

**Responsible for:** Development Hub teams

**Job Purpose:**

To lead the Development Hub service delivery for Wellspring Settlement ensuring that local people are involved in developing and engaging with high quality activities which build economic resilience including the development of initiatives around skills and training, volunteering and enterprise development.

**Main duties and responsibilities**

To lead the Development Hub as part of the strategic management team.

* + Work closely with other Hub Managers to ensure that Wellspring Settlement focuses on the crosscutting issues of all work we do.
  + To be responsible for delivering the objectives that fall within the scope of the Development Hub from the Wellspring Settlement strategic plan.
  + Play a leadership role in teams from across the organisation which work on identified issues and following Wellspring Settlement’s agile approach.
  + To organise, manage, plan, implement and review all services within the Hub, ensuring they are well managed and work to agreed quality standards.
  + To ensure that people who use the services in the Development Hub can take part in the wider activities of the organisation and feel welcomed into the organisation and accepted in a non-judgemental and mutually supportive way.
  + To ensure that relevant potential service users are reached out to and invited to join the activities of the Hub and that they represent the demographic of the community, unless specifically agreed otherwise.
  + To manage agreed posts within the Hub ensuring that all individuals in the team are supported to deliver outcomes in a variety of ways.
  + To develop strategies for appropriate training plans for service users and the wider community.
  + To ensure that service level agreements and contracts within the Hub delivery area are well managed including the collection, monitoring and evaluation of data.
  + To be responsible for the Development Hub service budgets, managing income and expenditure for the services and being part of the strategic management team’s fundraising plans and delivery.
  + Ensure partnerships with other agencies provide integrated and effective support for people using our services, developing new relationships as necessary.
  + Representing the Hub services at a range of forums and partnership meetings
  + Ensuring that all services are marketed jointly as a coherent whole

**Development:**

* To have a strategic understanding of the political, policy and social landscape that falls within the scope of the Locality Hub and to bring that understanding into the strategic management team.
* To develop, co-ordinate and deliver pilot schemes in line with the principles identified through the strategic and operational plans and in agreement with the CEO, and Deputy CEO’s team to create new and well evidenced approaches to tackling economic resilience issues.
* To involve service users in co-designing new approaches and encourage them to also volunteer in delivering new approaches to the work.
* Work closely with the CEO, and Deputy CEO’s and other Hub Managers to ensure local research covers all levels of need in the community.
* To promote and establish positive relationships with relevant professionals and City-wide organisations so that the work of the Hub can inform decisions on policy to provide the best outcomes for local people.
* To be responsible for developing, maintaining and being responsible to strong user led involvement in all activities of the organisation.
* To work to identify and develop initiatives to widen access to new and existing services including bid preparation and fundraising with the support of the CEO, and Deputy CEO’s team.

**General:**

* To work within the policies and procedures of Wellspring Settlement and attend appropriate team meetings.
* To communicate with staff, volunteers, service users and partners in a positive and effective manner.
* To play a positive and effective role as a member of organisational groups within Wellspring Settlement, particularly as a member of the SMT.
* To work within all Wellspring Settlement policies and written procedures.
* To attend training when required
* To be responsible for ensuring that all staff in your teams use the Focus database system as appropriate to their roles and the needs of the organisation.
* Perform other duties appropriate to the post which may from time to time be requested.

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| **Essential criteria** |
| *You must describe how you meet these criteria in order to be shortlisted for interview.* |
| 1. At least 2 years’ experience of project development and management 2. A clear understanding of and ability to monitor output, outcome and quality management indicators.      1. Experience of liaising with other agencies to create networks that maintain and develop  quality standard of client services.      1. Excellent communication skills; including listening and presentation skills and act as a facilitator.      1. Ability to work on own initiative and prioritise need.      1. Understanding and experience of reaching out to all communities and an understanding  and commitment to diversity and equalities in all areas of work.      1. Experience of strategic planning, networking, partnership working and inter-agency liaison. |

JRG date: 07/06/21