**Wellspring Settlement Hub Manager Team – how we will work**

**Why we need this document**

* The Hub Manager team is a new to the Wellspring Settlement staffing structure. There are three existing staff members in the team and spaces for two new Hub Managers.
* It is expected that the Hub Managers, as a team, will drive the delivery of projects to achieve the strategic objectives of the Wellspring Settlement Strategic Plan and take a role, with the Deputy CEO’s, in securing funding for the organisation.

*We want the organisations values*

* Integrity of word and deed forms the basis of all relationships
* For us real leadership is serving the community first
* Celebrating diversity; this is our strength
* We will demand equity in all our work
* We will dedicate long-term stamina to achieve our goals
* Nobody is a stranger and everyone feels safe and welcome
* We will do everything we can in partnership

*and culture*

‘Our organisational culture will be shaped by our values, beliefs and assumptions. We are a new organisation, formed at the beginning of a pandemic and in a period of huge uncertainty and change.

Our culture is to be close to and here for our community, to be doers and take risks, to see the humour as well as the difficulties of situations and to believe in people.

We will be committed to being an organisation based on learning rather than blame, with trust and transparency at our heart.  We believe in the strengths in people, both our staff and those in our communities and are committed to enabling all to flourish.

We recognise that developing our organisational culture takes work and time and will review it regularly.’

 *to be visible in the team.*

The Hub Managers will have a strong working relationship with the Deputy CEO’s so that they are aware of key issues and are known to the staff and stakeholders. It is not expected that the Deputy CEO’s get involved in much operational work. It is expected that communications between the Hub Managers and Deputy CEO’s will be regular and effective with strong, trusting working relationships.

The Hub Managers will be working closely with the Deputy CEO’s. The organisation is clear that it wants to harness its multi purpose service delivery model so that the individuals and groups which use the service are at the centre of what we do and have an holistic experience.

Team working in practice:

It is expected that the Hub Managers will keep each other up to date with all their work, always taking advice from each other and problem solving as a team. This will be through regular formal meetings and informally. The Hub Managers will be expected to share all files through using Share Point and all data using Focus (our Management Information Database) and ensure that all staff work to similar collaborative principles.