

ACUMEN

(Argyll and Clyde United in Mental Health)

Post :	Development Manager
Location :	Office base in Paisley – Operating area is Argyll & Clyde, East Renfrewshire, Inverclyde, Renfrewshire and West Dunbartonshire.
Responsible to:	ACUMEN Board of Management * (in association with RAMH)
Hours of Work :	37.5 (to be worked as the service demands)
Salary:	SP 31-34 £ 24,820 - £27,032
Pension:	6% of basic pay
Travel:	40p per mile

Summary:

The post holder will support service user and carer participation in the planning and development of Mental Health Services in the recognised operating area. (Argyll and Bute CHP, and the Clyde area of NHS GG & C)

The post holder is responsible to the Board for ensuring the smooth operational management of the organisation. They will liaise with the Board to develop strategic plans which reflect the aspiration of the membership. The post holder will work with the Board, service users and partners to achieve shared aims.

Main purposes:

- To develop a strategic development plan alongside the Board of management and staff.
- To develop further and promote service user and carer involvement in the planning and development of mental health services.
- To further develop the network; including increasing membership.
- To be responsible for the development and supervision of the staff team.
- To be responsible for the day to day running of the organisation.
- To be responsible for management of the budget.
- To ensure standards are established and maintained to meet the requirements of the Funding partners.

Main responsibilities:

1. To be accountable to the board of management and attend board meetings as required.
2. To ensure that the board have up to date and correct information through the supply of development reports and any other necessary information.
3. To evaluate, monitor and report on developments and initiatives to the board.
4. Advise, support and organise appropriate training for board members.
5. Write service specifications / proposals as required for submission to potential funders and new funders and to deal with funding applications.
6. To attend forums and strategy meetings as required.
7. Recruit staff and volunteers.
8. To support volunteers and those who wish to be involved with ACUMEN.
9. To attend and chair meetings as required.
10. To liaise with statutory and voluntary services and organisations.
11. To publicize and promote ACUMEN in appropriate arenas.
12. To develop and raise Acumen's profile and potential.
13. To sign post people who contact ACUMEN in distress and assist such individuals to access relevant services and support.
14. To lead and participate in group work.
15. To lead and participate in the development of policy documents.
16. Lead and participate in ongoing evaluation of ACUMEN.
17. To initiate new work, manage and develop current work, in line with overall priorities. This includes coordinating and supervising agreed objectives through own work and through managing others.
18. Be responsible for health and safety requirements.

19. To line manage the work of administration and other staff.
20. Attend and speak at meetings/events.
21. Write and present annual reports.
22. Overall responsibility for day to day administration including office procedures, correspondence, records, reporting and providing information.
23. To make contacts and represent ACUMEN at such external events and meeting as may be necessary.
24. Organise large open events.
25. Set up and staff information stalls at public events.
26. To contribute to the development of this post.
27. To adhere to the SSSC (Scottish Social Services Council) code of conduct.

The job description is a general outline of the post and the post holder will be expected to undertake other duties as determined by Acumen Board of Management and Renfrewshire Association for Mental Health.

PERSON SPECIFICATION

ACUMEN – DEVELOPMENT MANAGER

QUALIFICATIONS

	Essential	Desirable
SVQ level 4, degree or equivalent in a relevant area.	✓	

EXPERIENCE

2 years experience of working in mental well-being/ill health.	✓	
Working in partnership at senior levels of organizations.	✓	
Understanding of the needs of and resources required for services, users and community group development.	✓	
Supervision of staff		✓
Working with a management committee		✓

SKILLS

Excellent report writing skills	✓	
Ability to communicate across all levels	✓	
Leadership skills	✓	
Able to deliver presentations and training		✓

PERSONAL TRAITS

A belief in the recovery of individuals	✓	
Flexible work pattern	✓	
A driver who is able to travel extensively	✓	