

**Job Description**

# **JOB TITLE:** Maternity Cover - Director of Individual Placement and Support (IPS) and employment services

**RESPONSIBLE TO:** Executive Director

**SALARY:** £44,179

**HOURS:** 35 per week

**ACCOUNTABLE TO:** The Board of Trustees

**LOCATION:** Hillside Clubhouse, Unit A, 30 North Road, London, N7 9GJ and various locations around Camden and Islington and other areas as may be required

**Role overview:**

* To oversee and support the day-to-day running and growth of the IPS and employment services offering of the Charity;
* To line manage all Managers working on IPS including:
  + Islington Employment Support Team Manager;
  + Camden Work and Wellbeing Operations Manager (IAPT primary care);
  + Camden Work and Wellbeing Operations Manager (secondary care and other services);
* The post holder will work closely with the Director of Clubhouse Operations and Executive Director and will be a member of the senior management team;

**Main responsibilities**:

* Supporting the creation of, and implementing strategic plans for the service;
* People management of the Managers, including supervisions and appraisals;
* Full responsibility for the IPS and employment services, ensuring that all contracts are running smoothly and that positive client and stakeholder relationships are maintained;
* All reporting within the remit of the role including supporting managers to prepare reports;
* Maintaining quality systems;
* Project planning and implementation for new services and any changes;
* Ensuring that all clinical and renewal plans are in place;
* Responsibility for all risks within IPS and employment services;
* Maintaining compliance under the General Data Protection Regulations (GDPR) for area of responsibility;
* Building and maintaining partnerships and links with organisations, including attending networking events;
* Supporting the growth and development of the service by developing new prospects and securing income funds;
* Working closely with the Director of Clubhouse Operations and the Executive Director to build the overall Hillside Clubhouse service and strategic direction;
* Picking up the management of a contract under IPS and employment services, as and when required (holiday cover).

**Person specification**

**Essential**

* Experienced in and passionate about mental health services;
* Experience of managing a similar service or in a similar role;
* Knowledge and thorough understanding of mainstream and national initiatives to support people with mental health problems into work;
* Charismatic, confident, calm and with a hands-on approach;
* Excellent attention to detail;
* Excellent communication skills (written and verbal);
* Commitment to equal opportunities;
* Excellent knowledge of Excel and databases (including Microsoft Access) including reporting functions and database structures and development;
* Ability to write highly accurate reports with attention to detail on written work and figures;
* Ability to see complex projects through from implementation phase to completion including the use of project planning tools;
* Experience and understanding of implementation phases and mobilisation of complex services;
* Business Development skills
* Experience of working with people with mental health problems and/or other disabilities.
* Ability to work with people who may present challenging behaviours and ability to respond to crises including the ability to calm situations;
* Ability to develop policy and procedure in an organisational context;
* Ability to generate and use methods for collecting data for diverse purposes (e.g. needs analysis, monitoring, research, fundraising);
* Ability to set up and use management information systems to control the quality and quantity of service delivery;
* Ability to effectively plan and prioritise your own and others’ work;
* Ability to see tasks through to completion with minimal supervision.

**Desirable**

* Experience of implementation of quality systems;
* Knowledge of health and safety at work legislation;
* Experience of liaising with and reporting directly to commissioners;
* Experience of managing multi-site services;
* Experience of managing remote/lone working and associated e-apps.
* IPS knowledge and experience;

*We are committed to equality of opportunity and diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.  We will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment*

**To Apply:**

Please send your CV and a two page summary addressing how you fit the person specification and the skills and expertise you will bring to the role to Catherine Pymar, Executive Director at [cpymar@hillsideclubhouse.org.uk](mailto:cpymar@hillsideclubhouse.org.uk).

If you wish to discuss the role please call Catherine on 07399 817 718