

**JOB DESCRIPTION**

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**Job Title:** Lighthouse ProjectManager

**Reporting to:** Chief Executive

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**The main purpose of the job is to:**

**Create a professional, safe and high quality environment which enables residents to discover and develop a purpose and plan for their lives**

**To oversee the provision of**

**Stability… by ensuring an environment of Safety**

**Dignity… by demonstrating genuine Respect**

**Friendship… by creating a compassionate Community**

**Purpose…. by sharing a life-giving Faith**

**Plan…. by encouraging new Opportunities**

Main responsibilities are

* Ensure the effective operation of the Lighthouse Project- its day to day running, assessing, monitoring- reviewing progress and providing support across a broad range of areas. Achieve maximum safe occupancy of the project.
* Lead a team of staff and volunteers, achieving project objectives and maximising the change process for residents. Build the faith based ethos of Lighthouse Homes.
* Ensure the health and safety of the residents, staff/volunteers and the building.
* Ensure that the finances of the project are maintained within budget and that income is maximised.
* Ensure that the building/environment standards are high and that we are offering excellence in our provision to residents. Ensure property maintenance is timely, effective and economical.
* Network to promote the work of Lighthouse Homes, ensuring a high profile in the area, linking to Churches, other professionals, community organisations, and funders. Write professional reports, quickly and concisely, addressed to a range of stakeholders/partners.
* Lead the staff and volunteer team in the change/development process, taking new initiatives, improving and expanding service and looking always to improve our work with the homeless.

**Main Tasks**

1. **Staff Leadership and Management**

* Lead the staff/volunteer team, ensuring compliance with Lighthouse Homes Policies and Procedures demonstrating an open, participative and inclusive management approach.
* Lead regular structured team meetings, ensuring minutes are available and circulated to all staff and volunteers.
* Develop/delegate the monthly staffing rota to meet Health and Safety requirements and the financial constraints of the service, maintain an on-call facility, and in the case of holiday or sickness, arrange for the facility to be maintained.
* Ensure appropriate induction for all project staff and volunteers.
* Complete quarterly supervisions and annual appraisals.
* Performance manage staff within the human resource policy framework of Lighthouse Homes. Liaise with our human resource advisors, as necessary.
* Identify staff learning and development needs and seek to meet those needs by a variety of approaches and learning deliveries. Keep accurate staff training records.
* Assist individual staff and volunteers to develop in their role and level of compliance with agreed standards.
* Lead the team development process, ensuring that team targets are set and achieved. Create and maintain a culture of excellence.

1. **The Resident Experience**

* Provide leadership in setting clear boundaries and expectations for communal living.
* Ensure the delivery of optional morning devotions for the resident group.
* Ensure the drafting and delivery of effective resident care plans.
* Develop the 10 plus volunteering/activity provision and ensure opportunities for purposeful day time activity for the resident group are maximised.
* Link with other community provision/partnerships to ensure the connectedness of the project and the maximisation of resident integration in the local community.

1. **Financial Management**

* Operate the service in a cost-effective manner, maintaining tight control of general running costs of the building.
* Operate the facility within budget- seeking to maximise project income.
* Provide payroll details to finance officer on a monthly basis.
* Review the monthly Housing Benefit award, ensuring it accurately reflects the occupancy.
* Have oversight of the project cash cards and ensure appropriate use and cost effective management of the project budget. Control the use of petty cash.
* Authorise staff expenses and forward on for payment.
* Seek additional funding support to the project by making applications to external funding sources, in agreement with the CEO

1. **Property Management**

* Ensure general maintenance is undertaken swiftly and cost effectively
* Maintain a data base of trusted contractors who are willing to work on the project as necessary
* Work alongside the Trustees/CEO in developing our property portfolio and making quality improvements to our Lighthouse provision.

1. **Health and Safety Compliance**

* Minimise legal risk and mitigate risks across the project.
* Oversee the Health and Safety of the residents, staff and premises, liaising with the H&S advisor and our appointed contractors.
* Ensure all H&S checks are completed in accordance with required guidance
* Ensure users rights are protected and GDPR compliance is in place at the project.
* Undertake on call duties as required.

1. **Personal/Professional Development**

* Actively participate in personal supervision and the appraisal process
* Identify personal training and development needs
* Attend managers meetings and Trustees meeting as required.
* Work with other managers/staff/Trustees in developing the service offer and provision of Lighthouse Homes.

1. **General Requirements**

* Flexible to work outside of office hours-having driving licence and access to a vehicle for work purposes.
* Has Disclosure and Barring Service disclosure at enhanced level
* Willing to undertake other duties as may be requested by the CEO. This job description does not encompass the complete duties and should be treated as a guide to the duties that the post holder is expected to perform.
* As a term of employment, the post holder can be required to undertake such duties as are commensurate with his or her position.
* The job description may be amended to meet changing requirements at any time after discussion with the post holder.

Revised 12/4/21