**JOB TITLE: Project Manager, Special Needs and Parent Support**

**DATE PRODUCED: 27 July 2016**

**REPORTING TO: Chair of Trustees**

**PEOPLE AND FINANCE RESPONSIBILITIES:**

DIRECT REPORTS: Operations Manager

INDIRECT REPORTS: Operational staff

(Assistant Managers, Contracted and Volunteer teams)

DIRECT FINANCE: Organisation Budget / Income £70,000 / Expenditure £50,000

INDIRECT FINANCE: Organisation Budget

**Job Purpose**

* To be responsible for the management and administration of the organisation in the implementation and execution of strategies agreed with the Board of Trustees.
* To be responsible for delivering the Vision, Mission, Values and Objectives agreed.
* To provide strong leadership for SNAPS.
* To liaise effectively with key stakeholders across Leeds and West Yorkshire to ensure increased partnership working, participation and involvement in defining and delivering organisational objectives.
* To represent the interests of children with special needs at a strategic level in the region, to influence the development of policy and local initiatives.
* To work with the Chair to ensure that the Board of Trustees formulate and regularly review the organisation's strategic plan and to ensure it is able to monitor annual plans and targets.
* To support the Chair to ensure that the composition of the Board of Trustees is fit for purpose and is able to fulfil its governance responsibilities.

**Decision Making Responsibilities**

* To exercise powers and authority delegated from the Board of Trustees related to the management and running of SNAPS.

**Main Duties and Responsibilities**

1. **Working with the Board**

* To ensure appropriate presentation and reporting to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
* As agreed with the Chair, to develop policy proposals for Board discussion and decision.
* To support the Chair in ensuring the continued engagement/involvement of all members of the Board.
* As appropriate, to monitor and advise on the composition of the Board of Trustees, its committees and the process of self-assessment and development.

1. **Leading and managing the organisation**

* To ensure that SNAPS operates in a way that encourages involvement from our families.
* To ensure that a long term strategy is in place, that can guide the organisation in achieving its objectives.
* To enable the organisation to articulate its vision, mission, values and objectives, and ensure that these are consistently applied across the organisation.
* To be responsible to the Trustees for the overall financial health of the organisation, and ensure that expenditure is controlled in line with budgets as approved by the Board.
* To ensure the organisation meets its constitutional and legal obligations.
* To provide leadership to the staff team, keep under review and appraise the work of those staff who are direct reports.
* To ensure that the organisation has the resources (human, material and financial) to operate as effectively as possible.

1. **Business Development and marketing of SNAPS**

* To maintain effective networks with all principal supporters and stakeholders.
* To seek opportunities to expand and promote the role of the organisation through an agreed business development strategy.
* To ensure the organisation is presented in an appropriate and professional manner to its stakeholders.
* To be responsible for the development of a marketing strategy for SNAPS’s services.
* To oversee the production and dissemination of SNAPS's marketing materials.
* To ensure SNAPS's website, social media, e-bulletins and other media are used to publicise the organisation's services to a wide range of audiences.
* To attend events including conferences, seminars, receptions and exhibitions to promote SNAPS and its services.

1. **Finance and the development of services**

* To help to manage the budget and expenditure programmes prepared by the Board.
* To prepare project proposals and outline funding bids ready to expand the scope of SNAPS's services as funds become available.
* To ensure business development and income generation activity is integrated across the organisation.

**General responsibilities**

* To attend and contribute to SNAPS Board and Staff meetings, annual strategic review meetings and other meetings as required.
* To attend and contribute to management, performance review and staff training, and any other training identified as appropriate for the role.
* To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of SNAPS's Equal Opportunities policy, and other statutory policies.
* To adhere to the principles of the Data Protection Act and ensure there is an appropriate level of confidentiality and security of SNAPS's work.
* To occasionally work unsociable hours, e.g. attending evening or weekend meetings.
* The nature of the post will require flexibility in undertaking the role and will require the post holder to undertake other duties that are compatible with the nature and grade of this post.

**SIGNATURES:**

JOB HOLDER:

MANAGER OF JOB HOLDER: