

<b>JOB TITLE</b>	PROJECT LEADER	<b>REPORTS TO</b>	Project Manager
<b>JOB PURPOSE</b>	To supervise project(s) for people with learning disabilities in accordance with the aims, objectives and values of SoLO Life Opportunities		
<b>Role and Context</b>		<b>Need to do</b>	<b>Need to know</b>
<b>Key accountabilities</b>		<b>Key Performance indicators</b>	<b>Qualifications and experience</b>
<ol style="list-style-type: none"> <li>1. Lead responsibility for the effective, efficient and safe running of the project.</li> <li>2. To implement and assist in the development of policies and procedures</li> <li>3. To ensure that projects are run within the framework of the applicable regulatory bodies and legislation</li> <li>4. Provide information from the Project to support the ongoing strategy and forward vision of the organisation.</li> <li>5. To line manage, induct and supervise project staff and volunteers, provide project specific support for drivers and escorts and supervise any external staff placed on project.</li> <li>6. To identify training needs of staff and volunteers on project</li> <li>7. To plan and implement a programme of meaningful activities for the members in accordance with the organisational values</li> <li>8. To communicate with all stakeholders on operational aspects of the project(s).</li> <li>9. To provide efficient and effective administrative support to the project(s) including the timely return of members registers, financial and induction records for staff and volunteers.</li> <li>10. Maintain accurate confidential records relating to members and workers within the requirements of the Data Protection Act.</li> <li>11. To undertake other duties as may arise from time to time as directed by the Line Manager</li> </ol>		<ul style="list-style-type: none"> <li>• Delivery of quality services with an average of 80% attendance levels</li> <li>• Positive feedback from members, volunteers and parents</li> <li>• High retention levels of volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the needs of people with learning disabilities, their parents and carers</li> <li>• Project Management</li> <li>• Working with people with learning disabilities</li> <li>• Working as a team member</li> <li>• Literacy and Numeracy skills</li> <li>• Able to transport equipment</li> </ul>
		<b>Relationships</b>	(Desirable: Care Certificate, Food Hygiene, First Aid, MIDAS Training)
		<b>Internal</b>	<b>Need to be</b>
		<ul style="list-style-type: none"> <li>• Project Leaders</li> <li>• Operational staff/Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Person Centred Approach</li> <li>• Innovative</li> <li>• Enthusiastic and positive</li> <li>• Good Interpersonal skills</li> <li>• Respects confidentiality</li> <li>• Self motivated and self starter</li> <li>• Flexible and adaptable to changing demands and new challenges</li> <li>• Works with integrity</li> <li>• Good Planning &amp; Organisation skills</li> </ul>
		<b>External</b>	
		<ul style="list-style-type: none"> <li>• Other agencies supporting members on project</li> <li>• Venue and Activity Providers</li> </ul>	
		<b>Decision making</b>	
		<ul style="list-style-type: none"> <li>• Authority to spend within agreed budgets set by Project Manager</li> <li>• Authority to make recommendations to Project Manager for recruitment of staff and termination of contracts.</li> </ul>	