



Bridges Director (Wellbeing Services)

Job Description

Job purpose: Overall responsibility for the management and development of Bridges Wellbeing services.

Salary: £32,000 (pro rata)

Hours: 22.5 hours over 3 days

Annual leave entitlement: 27 days, plus bank and public holidays.

Start date: As soon as possible

Reporting to: Board of Trustees.

This post is initially being offered on a 1 year fixed term basis. There may be opportunity to extend the contract subject to continuation of external funding.

Main duties:

- 1. Responsibility for all Bridges Wellbeing services to ensure they fulfil commissioner and stakeholder outputs, have potential for sustainability and development for growth.**
 - 1.1 Creating a vision and strategy for the future of Bridges Wellbeing services.
 - 1.2 Seeking opportunities and tendering for/making grant applications for existing funded services and to develop the range of services being offered.
 - 1.3 Representing Bridges by regular liaison with MCC, funding bodies, Aneurin Bevan Health Board, GAVO etc and developing existing and future strategic partnerships.
 - 1.4 Liaising with service users, service purchasers, stakeholders and beneficiaries as appropriate.
 - 1.5 Promoting the work that Bridges does in supporting people in the community to the public and relevant organisations.
 - 1.6 Working to ensure the longer term sustainability of current services; developing new services and partnerships.
 - 1.7 Seeking innovative ideas and opportunities to develop the well being programme on behalf of Bridges.

- 2. Staffing**
 - 2.1 Line management and supervision of Wellbeing service team leaders.
 - 2.2 Ensuring that team leaders carry out effective monitoring and reporting upon their services.
 - 2.3 Oversight of the place based teams operating in Monmouth, Chepstow and Abergavenny.
 - 2.4 Ensuring adequate staffing levels to ensure delivery of wellbeing service requirements.
 - 2.5 Participating in recruitment and induction of staff.
 - 2.6 Ensuring all HR policies and procedures are followed.
 - 2.7 Responsibility for ensuring Health and Safety requirements are met.
 - 2.8 Working with Trustee Chair of personnel committee to resolve significant staffing issues.

3. Finance

- 3.1 Ensuring that appropriate financial controls and monitoring are applied to service expenditure.
- 3.2 Providing regular financial reports to the Bridges Treasurer and attending Finance Committee as required.
- 3.3 Understanding the funding requirements for each service and ensuring financial compliance with commissioned service expectations.

4. Additional items

- 4.1 Working closely with the Bridges Director to promote the ethos and image of Bridges.
- 4.2 Working with the Trustees and the Bridges Director to help develop the future strategy of the Bridges organisation and deliver the relevant objectives set out in the strategy business plan.
- 4.3 Working with the Bridges Director to integrate Wellbeing services and centre based activities.
- 4.4 Working in collaboration with the Wellbeing committee to support wellbeing activities.
- 4.5 Attending Bridges trustee meetings.
- 4.6 Providing regular reports to the Board of Trustees
- 4.7 Responsibility for adult and child protection and safeguarding policies.
- 4.8 Overseeing wellbeing policy and practise implementation and assessing evaluation practices.

Skills required:

- Strong leadership skills, with ability to coach and mentor and to provide clear directions for service developments.
- Good understanding of developments in the third sector and wellbeing field and the role of the voluntary sector within it.
- A social work or health based qualification would be desirable, but not essential.
- Excellent communication and presentation skills.
- Well developed team building and inter personal skills with experience of managing relationships.
- Experience of building networks and collaborating with strategic and professional partners.
- Experience of program and service management, including control of budgets and finances.
- A successful track record of obtaining funding from external bodies.
- Ability to be flexible to cover evening and weekend commitments.

Application process:

Please complete the **Application form for all roles** on the opportunities section of our website and send it to Ann Brankley, by email to ann.brankley@bridgescentre.org.uk or by post to Drybridge House, Monmouth, NP25 5AS.

Application deadline: 01/09/2021

Interview date: 16/09/2021

Start date: ASAP

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.