

Terrence Higgins Trust

Job Description

POST: Centre Manager – THT Telford and Wolverhampton

ACCOUNTABLE TO: Regional Delivery Manager, THT Midlands

GRADE: D38

JOB PURPOSE

To lead the management and strategic development of Terrence Higgins Trust's Wolverhampton and Telford services.

As a member of the THT Midlands management team to provide leadership in the management of two regional centres.

Responsibilities :

1. To train, supervise, support and appraise Long Term Condition Management and Health Promotion staff based within THT Telford and THT Wolverhampton
2. To ensure the establishment and achievement of service delivery targets for Wolverhampton and Telford services in THT Midlands, including activity, quality, change management and financial targets, and to produce reports for funders and for internal use.
3. To assist in the development, negotiation and maintenance of contracts and relationships with statutory funders.
4. To contribute to the drawing up and monitoring of budgets for the Telford and Wolverhampton offices and to ensure the achievement, and sustained growth of statutory income targets for Telford and Wolverhampton in THT Midlands through identification of new income streams, development of proposals and negotiation with funders.
5. To contribute to ensuring the establishment of strategies for service and organisational development in THT Midlands, and to ensuring the establishment of tactical/implementation plans for the achievement of these strategies. To assist in the development, implementation and monitoring of THT's corporate and local implementation plans for the Telford and Wolverhampton centres and to service redesign.
6. To contribute to an overview of ways of achieving a potential development of local services outside of areas currently served.

7. With other managers, to participate in the work to establish an overall strategy for the development of the organisation's services as whole, and to make a contribution to the development and implementation of corporate strategy.
8. To make a contribution to the national management of the organisation as a whole contributing to multi-disciplinary teams as required, and within Services, to work with Services Directors and managers to help ensure effective co-ordination of the Directorate's activities.
9. To contribute to ensuring the establishment and development of close working relationships with funders
10. To contribute to ensuring a strong relationship with people using services and the maintenance and development of strong research and evaluative arrangements within service provision in THT Midlands.
11. To act as a staff role model, and to ensure coaching and professional development for the Telford and Wolverhampton team within THT Midlands.
12. To promote THT's "your rights and responsibilities" framework in the development of high performing teams
13. To perform such other reasonable duties as may be assigned by the Regional Delivery Manager.

Person Specification

Centre Manager – THT Telford and Wolverhampton

How will criteria be assessed? Application = A Interview = I Test = T

Essential Criteria			
Experience/Skill	A	I	T
Experience of supervising staff and volunteers	*	*	
Ability to lead and motivate others	*	*	
Ability to develop capabilities of others to help them reach their full potential	*	*	
Experience of liaising with external contacts in order to develop services	*	*	
Experience of defining, gathering and analysing information particularly for needs assessment and the development of evidence based services	*	*	
Experience of either HIV social care or health promotion			
To be able to think and work strategically	*	*	*
To be able to problem solve	*	*	*
To be able to promote anti-discriminatory practice within teams and services			
To be able to develop high performing teams			
Knowledge/Qualifications			
Knowledge of the environment within which THT operates, in particular sexual health and HIV policy and changing statutory roles	*		*
Desirable Criteria			
Experience/Skills	A	I	T
Ability to identify personal learning and development needs	*		
Budget management skills	*		