

Chiva Services Manager

Location	Bristol or remote	Travel Required:	Occasional UK based
Level/Salary Range:	£38,295 (FTE)	Position Type:	Part Time (32 hours/ 4 days per week)
Reports To:	Chiva CEO	Line Management:	Chiva CEO

Job Description

Job title: Services Manager

Job Purpose

Lead and manage projects across Chiva ensuring that outcomes are delivered and opportunities for further development are maximized.

Main Responsibilities of the Role

- Manage a team of Project Support Officers to deliver all regional projects, providing support and guidance as required
- Hold regular supervisions and reviews with the Project Support Officers to ensure that projects are running to time and budget and meeting objectives
- Identify opportunities, devise and set up new projects
- Act as the safeguarding lead for all projects, ensuring the safety of all participants and their families
- Provide expertise and guidance on complex case work
- Lead the liaison with clinic partnerships in all regions
- Work alongside the CEO to maximise opportunities to develop services further and support the organisation to deliver the new programmes planned in our development strategy
- Promote the work of Chiva to clinics across the UK.

Expectations of All Chiva Employees

To be self-administrating and undertake any other duties required fulfilling the objectives of Chiva that are appropriate to the role.

To uphold Chiva's Child Protection & Safeguarding, Data Protection and Data Storage, Confidentiality and Equal Opportunity Policies.

To be a key member of the Chiva staff team, taking part in team meetings and fulfilling any administrative tasks in relation to role.

Person Specification

Essential

- A health care or social work professional with senior role/ management experience
- An understanding of issues facing children and young people growing up with HIV
- Experience of working with children and families who may have complex needs
- Experience of working in multi-agency and multi-disciplinary forums collaboratively
- Accomplishing organisation's objectives by managing staff; planning and evaluating activities
- Project/ service management experience
- Demonstrable understanding of, and commitment to, Confidentiality and Data Protection
- An understanding of and a commitment to the values of the organisation
- A commitment to Equal Opportunities/ Equalities and Diversity in work and in service provision.
- Ability to work effectively as a team
- Proficiency in IT and digital communication skills

Desirable

- Experience of working with families and young people who live with HIV
- Ability to coach and get the best out of colleagues
- Setting budgets and working within financial boundaries