



## **DEVELOPMENT MANAGER NORTH LANARKSHIRE CARERS TOGETHER (NLCT)**

### **Job Description**

#### **Hours**

35 hours per week

#### **Salary**

£29,259 - £34,000 (placement dependent on experience)

#### **Term**

Fixed Term to 31<sup>st</sup> March 2023 (continuation subject to funding)

#### **Purpose of Post**

1. To have a key role in the management, operational delivery and development of the organisation's key objectives as the **Adult Carer Campaigning, Information and Representation Service**, commissioned by Health & Social Care North Lanarkshire (HSCNL), working closely with NLCT's Advisor to the Board, the Board of Directors and key partners.
2. To lead and manage the delivery of key objectives as agreed with Voluntary Action North Lanarkshire as part of the **Community Solutions Programme**, in relation to supporting carer engagement and influence across North Lanarkshire and facilitation of the North Lanarkshire Carers' Support Network.
3. To contribute to the leadership and management of NLCT.

**Reports to and supported by** – Advisor to the Board/Board of Directors

#### **Key Areas of Activity**

#### **Role Specific**

1. As part of a Management Team approach, lead and facilitate effective delivery of NLCT's commissioned contract with Health and Social Care North Lanarkshire in partnership with key stakeholders including, the Board of Directors, staff, unpaid carers, Carer Strategy Implementation Group, Community Solutions Programme Structures, HSCNL colleagues and other stakeholders, including local and national carer and young carer organisations. This will include:
  - a. Develop and strengthen mechanisms and structures to ensure that quality information is available for carers and partners in line with NLCT's role as the overarching carer information organisation in North Lanarkshire. This will include the on-going development of digital information platforms.
  - b. Develop and strengthen mechanisms and opportunities for carer engagement, participation and consultation, recognising unpaid carers as Equal Partners in Care.
  - c. Develop and co-ordinate campaigning activity as part of a partnership approach with carers and other key stakeholders to raise awareness of carers' issues and campaign for improved rights for carers.
  - d. Support and contribute to the wider developments of HSCNL's 5 year strategy for carers.
  
2. Lead and facilitate effective delivery of the Community Solutions carer thematic element within the community and voluntary sector in North Lanarkshire. This will include:
  - a. Facilitation of the North Lanarkshire Carers' Support Network
  - b. Liaison with key community networks to support carer engagement and influence across North Lanarkshire
  - c. Work with local partners to ensure carers are considered as part of community developments
  - d. Support the wider developments of the Community Solutions Programme in line with the Community Solutions 5 year strategy.
  
3. Manage and develop internal and external communications, to ensure that staff, directors, unpaid carers and wider stakeholders are informed of key developments in relation to national and local policy development.
  
4. Influence HSCNL policy, practice and service design for and on behalf of carers in North Lanarkshire as part of carer representation on strategic groups in North Lanarkshire and support carer representatives as part of formal representation on the Integrated Joint Board (IJB) and associated sub groups.

5. Provide leadership and management support to staff including supervision, staff development days, and identifying training needs to meet the needs of the service.
6. Implement and contribute to the development of organisational policy, procedures and practice.
7. Contribute to overall core service and programme monitoring, evaluation and reporting including the provision of reports required by the Advisor to the Board and the Board of Directors.
8. Explore and secure additional investment in line with Board agreement.
9. Comply with health and safety requirements and data protection regulations.
  
10. Any other duties relevant to the role as agreed with manager.

### **Professional and Corporate**

1. Fulfil the role to the highest possible standard, acting professionally at all times in line with NLCT's Employee Code of Conduct and corporate values.
2. Promote and implement the aims, objectives and commitment to carers of North Lanarkshire.