

Project Manager Recruitment Pack



About us



We're Supportability

Since 1953 we have been supporting children, young people and adults with a wide range of complex learning and physical disabilities. Our aim is to enable those with a learning and physical disability to live a fulfilled and independent life.

How do we help?

Put simply – we 'Support'.

We're passionate about providing quality support services that enable those with complex learning and physical disabilities to access and use their inherent capabilities. Supportability enables those with a learning and physical disability to enjoy and take part in everyday life experiences.

Our Vision

Where people with a learning and/or physical disability are present and active participants in their local community and have the opportunity to live fulfilled lives.

Our Mission

To stand alongside the people we support, providing them with the skills, opportunities and confidence to participate as they would choose in the life of their communities.

Our Values



Values

→ **Opportunity** Where people thrive through choice.

→ **Inclusive** Respecting and championing our differences.

→ **Caring** Caring for each other in a way that we would wish to be cared for.

→ **Wellbeing** Creating meaningful relationships and having good support networks.

Our Services



Day Opportunities

We offer activities at our day service in Heaton Moor to adults who have learning disabilities and complex needs.

Activities include accessible yoga, computers and IT, cookery, crafts, dance, days out, music, relaxation, sports, accessible cycling and more.

Leisure Choices

Our daytime, Saturday and evening leisure groups offer a wide range of both outdoor and indoor activities in Stockport and the surrounding areas, providing opportunities to socialise, keep active and have fun.

Activities include; accessible cycling, crazy golf, indoor bowling, outdoor archery, trips to museums and galleries, walks in country parks and more.

Residential Care

Supportability offers residential care at Cheddle Lodge, a purpose-built home located close to Cheddle town centre. We can accommodate up to 13 residents aged 18 plus.

Cheddle Lodge specialises in providing care and support to adults who have learning disabilities and complex needs.

Our Benefits



Annual Leave

There is a basic entitlement for all staff of 30 days annual leave (210 hours) per annum for full time employees inclusive of bank holidays (pro rata for part time employees based on the number of contracted hours worked). This entitlement increases with length of service.

Company Sick Pay

Depending on your length of service, you may be entitled to company sick pay. This also includes any entitlement to statutory sick pay (SSP).

Employee Assistance Programme

Access to a 24/7 helpline to talk to someone about a range of issues including family, bereavement, trauma, relationships, mental health, personal legal information, tax information, money management and more.

GP Anytime

As part of our partnership with Health Shield, you can speak to a GP face-to-face on the go. Appointments are accessible on your mobile, tablet or laptop and you can have your prescription delivered straight to your home address.

Health Cash Plan

You can claim back payments on certain health treatments as part of our partnership with Health Shield. This includes dental (including emergencies), optical, chiropody, podiatry, physiotherapy and more.

Maternity and Paternity package

We offer 12 weeks at 50% of salary, inclusive of statutory maternity pay. We offer two weeks paid paternity leave.

Pension scheme

Employees will be automatically enrolled into a scheme provided by Now Pensions in their third month of employment if they meet the eligibility criteria.

Training and development

Supportability is committed to the learning and development of its employees.

Project Manager Role Description

Hours

35 hours per week (fixed term)

Reports to: Head of Fundraising

1) Main purpose

'Celebrating Supportability at 70' is a Heritage Fund funded, fixed term project that investigates, describes and explains the heritage of Supportability to the people we support and the wider community. The role will include working with volunteers, people we support and their families and the wider community in order to examine, preserve and interpret significant documents that relate to the charity's 70-year history. It will also include researching further into other local archives and recording memories and experiences of both past and present stake holders. This will then be pulled together into an exhibition detailing the full history of Supportability, which will take place at a local library. Learning and historical materials from the project will also inform a digital timeline (web design/development will be externally commissioned) hosted on our website.

To ensure the project is accessible to the people we support the role will also involve organising (alongside our service managers) inclusive heritage themed events.

We aim to give people in the local community and beyond a greater knowledge of the history of disability support in Stockport and the part Supportability has played in that journey. Ultimately the project will be evaluated to ensure the outcomes and terms of the Heritage Lottery grant are met.

To uphold and promote Supportability's values of;

- Opportunity – where people thrive through choice.
- Inclusive – Respecting and championing our differences.
- Caring - Caring for each other in a way that we would wish to be cared for.
- Wellbeing – Create meaningful relationships and having good support networks.

2) Main Accountabilities

The project manager will-

- Examine and preserve significant documents and support their interpretation, preparing a collection of documents which will be deposited at Stockport Heritage Library at the end of the project.
- Research what has been documented about Supportability elsewhere.
- Record memories and recollections of current and former service users, families, staff, trustees, volunteers and supporters of the organisation at different time points.
- Provide support and guidance to volunteers involved in this research element of the project.

From this research the Project Manager will lead on:

- Development of an exhibition that tells Supportability's story, which will be hosted at a local venue such as a local library, with a launch event for service users, their families and our supporters.
- Distilling key information from the research into a timeline, which will then be digitised and hosted on the Supportability website.
- Working with relevant services staff to organise heritage-themed activities for the people we support to participate in. These would be integrated into our existing services. For example, we have a weekend walking group and could organise a Supportability Heritage Walk that takes in key locations from our history. We could invite service users to make art inspired by their favourite memories or key moments in our history that we share with them.
- Writing social media content about our history.
- Organising a final celebration event to acknowledge the contributions and efforts of everyone involved and share the project outcomes with internal and external stakeholders and interested parties.

2.2 General

- To manage budgets and maintain reports on expenditure of grant funds.
- To ensure all aspects of the project are evaluated throughout to enable a detailed evaluation document to be created and submitted to HF at the end of the project.
- To liaise with different teams across the charity to ensure all elements of the project are delivered.
- To research, engage and recruit third parties and volunteers to deliver against the project outcomes.
- To work with the marketing team to internally and externally promote the project and its activities and to create content for collateral such as display boards.
- To work flexibly to meet the needs of the project which may include evenings, weekends and bank holidays.

Project Manager Person Specification

	Criteria
Knowledge, skills and experience	<ul style="list-style-type: none">• Demonstrable experience delivering heritage projects of similar scope. This would ideally include community heritage projects featuring intangible heritage, in which multiple stakeholders are involved.• Ability to manage and monitor budgets and provide detailed reports on income and expenditure• English literacy and numeracy skills• Ability to manage third party relationships• Working knowledge of Microsoft Office Packages and comfortable working with IT systems• Ability to think creatively and work effectively with service staff to enable the people we support to fully participate in activities• Experience working flexibly and adaptably when project changes are needed• Ability to make effective use of training and supervision• Experience working with volunteers, ideally in a heritage context
Competencies	<ul style="list-style-type: none">• Positive attitude towards disabled people• Person centred• Strong communication skills– verbal and written• Resilient and able to work under pressure• Ability to work without direct supervision• Team working• Decision making ·• Problem solving ·• Planning and organising• Attention to detail• Driven by results and process of continuous improvement• Confidence in dealing with and working with others

How to apply



Please send your CV and covering letter demonstrating how you meet the requirements of the role to Rachel Chadwick, Head of HR at hr@supportability.org.uk

Please note that successful appointments will be subject to a Standard DBS check, two satisfactory references, valid right to work in the UK and occupational health clearance.

If you require any reasonable adjustments for your application or interview, please contact hr@supportability.org.uk.

Supportability

Making life better for
people with disabilities



www.supportability.org.uk



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