

Job Description

Temporary Service Manager – Male Survivor Resource Centre

Overall Purpose To manage the Male Survivor Resource Centre in accordance with the Survivors UK principles and policies and provide for the well-being of service users in accordance with the aims and objectives of the centre.

To comply with all current Government legislation relevant to such centres.

Responsible to: The Survivors UK Management Committee

Responsible for: Volunteer and counsellor services

Duties and Responsibilities

1. Implement the Mission Statement of Survivors UK with particular emphasis on the provision of client and information services by ensuring the centre offers an appropriate environment for service users.
2. The recruitment, appointment and support, management, training and development of volunteer and counselling staff either alone or in conjunction with other appropriate staff members.
3. Provide the assessment and allocation of all referrals to counsellors.
4. Development and administration of Survivors UK website as information resource for male survivors and their supporters.
5. Develop with the Management Committee and other staff members an appropriate programme for the centre to include staffing and funding provision.
6. Provide the Management Committee with regular information on service delivery and demand.
7. Maintain good staff communication and lines of communication to the management committee by attending management committee meetings, and preparing progress reports on services.
8. Maintain and supervise agreed administrative duties to include post, email, website, phone, stationary provision.

9. Ensure that all expenditures and programmed activities are contained within agreed budget. Contribute to proposals for development and contracts as required.
 10. Represent the agency and ensure that its mission and the function of the centre is understood and that its operation is facilitated by good relationships with other relevant agencies.
 11. Promote the centre's aims and objectives through relevant advertising and placement of information.
 12. Manage the services in keeping with all relevant legislation and regulations.
 13. Undertake training as deemed necessary.
 14. Work as part of the staff and volunteer team employed within the centre to ensure the overall aims of the agency are achieved.
 15. Grow and develop core services for Survivors UK
 16. Develop strategies to reach marginalised communities.
 17. Research the types of therapy that service users want and develop our services accordingly.
 18. Undertake other duties as required for the effective running of the centre.
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