



KASP

Kingdom Abuse Survivors Project

KASP MANAGER Full Time Post

Responsible to:	Board of Directors
Responsible for:	KASP Paid/Unpaid Staff and Trainees
Hours of Work:	35 hours per week, varying according to business needs
Salary:	£40,000-£43,000 (6% employer's pension contribution after 3-month probation)
Length of Contract:	Permanent
Office Base:	Kirkcaldy

Main Purpose

To implement, maintain and develop KASP in accordance with KASP's aims and objectives, policies and procedures as determined by the Trustees.

To manage the provision of support services to adult survivors of CSA through paid/unpaid staff and trainees.

To advise and support the Board of Directors in its deliberations.

To hold a small case load of counselling client work.

Main Duties and Responsibilities

Human Resource

To provide professional advice, support, leadership and line management to paid staff. Supporting staff through monthly supervision and annual appraisal. Ensuring that staff work plans are realistic and in line with agreed service strategies.

To monitor timekeeping, absence management and toil via OASIS.

To ensure the ongoing training and development of staff to maintain a culture of continuous workforce development.

To oversee the efficient implementation of KASP's recruitment and selection procedures.

To develop the role of unpaid staff and trainees. Enabling best practice in working with unpaid staff/trainees in recruitment, management and training.

To oversee the implementation of Disclosure Scotland procedures, and ensure compliance with legislative requirements.

Counselling

To undertake a small client case load of counselling work.

To maintain appropriate counselling supervision and continuous professional development, within the guidelines of the BACP/COSCA.



Service

To gaps in service, plan and develop new and existing areas of KASP's work.

To be responsible for the safe, effective and efficient management and operation of KASP including the implementation of all Health and Safety policy and procedures.

To promote innovation and best practice in relation to working with adult survivors of CSA.

To ensure that care is provided which is safe and appropriate to the needs of individual clients and which adheres to the ethical principles of BACP/COSCA.

To be responsible for ensuring that KASP maintains standards for service accreditation with COSCA.

To ensure that KASP provides a safe and welcoming environment for all clients, paid/unpaid staff and trainees and that the needs of those who may be socially excluded or experience discrimination are considered.

Partnerships

To ensure that KASP establishes and maintains partnerships with relevant others in order to enhance the service offered to clients.

To ensure that KASP is involved in the local communities through outreach, open events, contact with other local services, attendance on relevant committees, participation in community events, etc.

Monitoring and Evaluation

To monitor and report on the services in accordance with the requirements of all funders service specifications contained within any funding agreements subject to specific monitoring requirements.

To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.

To utilise monitoring and evaluation data with the aim of continual learning and improvement in all areas of service delivery and client experience.

To treat all information gathered in a confidential manner and ensure it complies with the Data Protection Act 2018 and GDPR.

Financial

To ensure KASP is accountable for appropriate allocation of funds and to maintain oversight of budget monitoring. To provide Trustees with a regular financial report at Finance Sub Committee meetings and Board meetings.

To ensure that all monitoring and governance returns are completed and submitted to stakeholders, commissioners and funders in a timely manner.

To identify appropriate funding and write all funding bids.



To be responsible for following all internal financial procedures while keeping and preparing accurate and timely accounts.

To be responsible for and manage day to day expenditure and budgets alongside the Finance and Administration worker.

To authorise and approve staff expenditure within prescribed limitations.

To liaise with KASP accountant for preparation and submission of necessary documents for year-end accounts.

Policy

To ensure that KASP policies, procedures and philosophy are fully understood and implemented by staff and volunteers (where appropriate).

In conjunction with the Board to conduct regular reviews and updates of KASP policies to ensure compliance with legislative requirements and best practice. To ensure all procedures are updated and communicated to staff and volunteers.

Communication

To promote, publicise and represent KASP to relevant others utilising appropriate methods dependent on target audience and aims of promotion.

To ensure effective communication between paid and unpaid staff, trainees and Management Committee.

To produce reports for the Management Committee as required.

To ensure that accurate, timely and confidential records are maintained relevant to the work of KASP.

To oversee the preparation of KASP Annual Report in conjunction with staff and Trustees.

To keep abreast of the political agenda and how this impacts on survivors of CSA, and to disseminate information to relevant others.

Other

To arrange the organisation of Annual and Extraordinary General Meetings.

To review and improve administrative processes and systems through a programme of analysis and continuous improvement



Securing premises and contents as necessary.

The post holder is required to implement KASP's Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of all aspects of service delivery.

All staff may be asked to undertake other duties and responsibilities appropriate to the grade, on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

The post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. It will be necessary for a Disclosure to be made to Disclosure Scotland for details of any previous criminal convictions. A relevant PVG will be required.