

**STOCKPORT CAR SCHEME**

**ASSISTANT MANAGER**

**JOB DESCRIPTION**

**BASED AT:** The Heatons Centre, Thornfield Road,

Heaton Moor, Stockport SK4 3LD

**REPORTING TO;** Manager and Management Committee

**SALARY**: £24,982 - £27,041

**HOURS:** 37 hrs

**MAIN PURPOSE OF JOB;**

To assist the manager of Stockport Car Scheme, ensuring it provides effective transportation for people within the Borough of Stockport, in line with the parameters of the Scheme.

**KEY RELATIONSHIPS:**

**Internal:** Manager,Chair and Management Committee, Treasurer, Volunteers, Clients and Employees.

**External:** Commissioners and Funders (including PCT and Stockport MBC), other supporters and local companies and organisations, contractors and other external agencies.

**MAIN ACCOUNTABILITIES / TASKS;**

1. Assist the manager in all aspects of Stockport Car Scheme activities, including service provision and volunteering.
2. Learn all aspects of the office procedures
3. Learn all parts of organising and arranging transport.
4. Learn about the schemes policies and procedures and keep up to date with developments in these areas.
5. Monitor demand for services and resource allocation, prioritise and schedule work activities (own and team), to help to ensure effective service delivery.
6. Support the production of reports for funders (PCT and SMBC), helping to collating monthly statistics on all activities, and actively look for opportunities to improve key business processes and promote opportunities to expand the service further into the community.
7. Motivate and support employees and volunteers. Help to ensure all employees work to agreed objectives, support the monitoring of performances, undertake to support the manager in regular 1 to 1's, team meetings and annual performance appraisals.
8. Attend and report to the management committee as required, providing information to reflect the service delivery and other achievements of the Scheme. Ensure effective communication within the team
9. Develop and maintain a thorough knowledge of the provision of transportation, including changes in legislation and statutory requirements.
10. Support manager to build, develop and maintain excellent relationships with existing and potential statutory and voluntary sector funders, in order to maximise income from these sources.
11. Support the manager to represent Stockport Car Scheme in the wider context of transport provision, participating in relevant forums as required, positively promoting Stockport Car Scheme with external agencies.
12. Help the manager with the overall editorial function of the Scheme's publications, website and social media channels.
13. Support the manager in the budget of the Scheme, in conjunction with the Treasurer and Chair, ensuring expenditure is approved, recorded and managed in line with agreed budgets and policies.
14. Support the Manager to ensure all new volunteers / staff undergo DBS (Disclosure and Barring Service) checks, deal with any issues arising from returned checks.
15. Support the manager to investigate complaints received from clients / volunteers and staff, resolving any issues identified and, where appropriate, improving business processes as a result.

**PERSON SPECIFICATION**

**KNOWLEDGE / SKILLS/ ABILITIES REQUIRED:**

Excellent organisational skills - is well organised and rigorous in prioritising own and team's work activity.

Client Focused - ensures all actions of self and team provide a positive client experience.

Relationship Building - is able to build, manage and maintain effective relationships, both internal and external.

Leadership – help to manage and motivate effective performance within the team and supports the Manager effectively. Acts as a source of inspiration and actively looks for opportunities to help develop the team.

Results Focused - has an eye on the 'bottom line', and impact on service delivery.

Flexibility - demonstrates a readiness to do things differently by identifying and initiating change.

Excellent Communication Skills - communicates effectively across a wide range of audiences / demographic groups, with the ability to tailor approach to suit the audience.

Willingness to develop a knoweldge of the provision of transportation, including changes in legislation and statutory requirements

Willing to develop a knowledge of the funding requirements and budgetary processes of the scheme.

EMAIL: [susan.peck@stockportcarscheme.org.uk](mailto:susan.peck@stockportcarscheme.org.uk)

**How to Apply**

To apply, please send your cv online via email, or post,

If you require further information (including alternative format, or access support), please contact us at Stockport Car Scheme, The Heatons Centre, Thornfield Road, Heaton Moor, Stockport SK4 3LD or telephone 0141 476 2812

**Selection Process Guidance for Applicants**

During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. The job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list

**Deadline**

Applications close on 18.02.2022 at midnight.

Interviews are expected to be held week commencing 28.02.22