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## Project Manager

**Reference: 89830**

### Bradford MH Supported Accommodation

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation, however we cannot accept a CV as a completed application.

### Closing Date: 21 July 2026

Once you have submitted your application form, please allow *10 working days* after the closing date for a response. Please return the application form by email to [recruitment@creativesupport.co.uk](mailto:recruitment@creativesupport.co.uk) or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully,

**Recruitment Department**

**All employees are subject to enhanced DBS checks.**



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## **JOB DESCRIPTION – PROJECT MANAGER**

### **Bradford MH Supported Accommodation**

**Hours:** Full time (37.5 hours per week), to be worked flexibly according to the needs of the service, including evenings and weekends

**Responsible to:** Service Director and Area Manager

#### **The Role:**

- i)** To have responsibility for the operational management of a high-quality Supported Housing Scheme for people with mental health needs in the Bradford area.
- ii)** To work in close partnership with partner agencies and other stakeholders. To ensure that the service is provided in a flexible and empowering way to meet the needs of individual service users and the highest level of customer service is provided.
- iii)** To have a hands-on leadership approach and to mentor staff.
- iv)** To support the wider service delivery of Creative Supports services across the Bradford region as part of the senior management team.

#### **1. Care and Support of Service Users:**

- 1.1** To ensure that staff develop and sustain warm and trusting relationships with service users and that staff promote their self esteem, happiness and emotional health.
- 1.2** To ensure that staff encourage and support service users in expressing their needs, views and concerns. To enable service users to make choices and decisions and to participate as fully as possible in planning and decision-making processes.
- 1.3** To ensure that staff respect and promote the rights and entitlements of people with Mental Health, autistic spectrum conditions and other associated needs. To enable service users to participate as fully as possible in their communities. To ensure that service users are offered access to sources of independent advocacy and advice.
- 1.4** To ensure that the service supports service users in developing socially valued lifestyles which include a varied range of culturally and age-appropriate experiences, building on the strengths, interests and aspirations of the service user. To enable people to access social, leisure, work and educational opportunities and to sustain an active programme of involvement in such activities.
- 1.5** To promote a warm and positive approach to the friends and families of service users. To involve families and significant others in the planning of individual support, where this is in accordance with service user preferences.
- 1.6** To ensure that tenants are offered opportunities to maintain existing skills and are enabled to become as independent as possible and to grow in confidence, competence and personal effectiveness. To achieve this through the provision of practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.

- 1.7 To ensure that all service users have a health action plan (if required) and that they receive all necessary advice, care and regular health checks to maintain their physical and emotional well being. To promote nutrition, relaxation, exercise and a healthy lifestyle.
- 1.8 To ensure that medication is administered and recorded as prescribed. To organise safe procedures for the collection, storage and administration of medication within agency guidelines. To report any side effects or failure to take medication to the prescribing doctor.
- 1.9 To observe and monitor the service users' emotional and physical well being and to inform relevant staff and agencies of any concerns or significant changes in their needs, behaviour and circumstances.
- 1.10 To ensure that emergencies and incidents are responded to promptly and appropriately within agency policy and reporting procedures.
- 1.11 To ensure that staff carry out and record all financial transactions involving service users within agency guidelines. To ensure that service users are enabled to be as independent as possible in the management of their personal finances. To ensure that they obtain their full benefit entitlement and are given advice and assistance in connection with budgeting, payment of bills and avoidance of debt.
- 1.12 To promote anti discriminatory practice and to ensure that the services are responsive to the specific needs of female service users and clients from ethnic minorities.
- 1.13 To ensure that the specific needs of service users, who have additional problems, including physical health needs and disabilities, communication needs and mental health problems, are fully identified, assessed and fully responded to as appropriate.
- 1.14 To ensure that all service users have Individual Support Plans and person-centred plans which are regularly reviewed and evaluated. To monitor the content, implementation and effectiveness of plans. To ensure that all service users have a key worker and co worker and to act as the nominated key worker as appropriate.
- 1.15 To ensure that service users receive appropriate and adequate care and support to meet their individual needs, drawn from the full range of external services available, as well as from resources available within the project. To ensure that all service users are effectively linked into Care Management mechanisms and have identified statutory Key Workers.

**2. Staff Management:**

- 2.1 To lead and manage staff so as to ensure that the highest levels of performance and standards of work are achieved.
- 2.2 To plan ahead to meet the needs of service users as identified by their individual Support Plan by:
  - Co-ordinating and deploying staff time in such a way as to ensure maximum efficiency and effectiveness in the use of staffing resources

- Delegating tasks and responsibilities as appropriate
- Ensuring that all duties are carried out as prescribed and that quality standards are met at all times
- Ensuring that all planned service user activities take place and that all individual programmes are followed.

**2.3** To have a clear vision for the provision of mental health services consistent with the philosophy of the agency. To articulate and reinforce this vision, ensuring that it is embedded in actual practice. To ensure that staff understand and are committed to the values and objectives of the service and Creative Support.

**2.4** To co-ordinate and deploy staff resources as efficiently as possibly in relation to the needs of service users and the requirements of the service.

**2.5** To generate and maintain a customer focused ethos at all times and to ensure excellent working relationships with other professionals and stakeholders.

**2.6** To ensure that all staff receive personal support, supervision and appraisal. To take appropriate supportive and corrective action to ensure that performance difficulties are addressed effectively.

**2.7** To ensure that staff training and development needs are identified and met. To participate in the planning and delivery of staff training and development activities. To coach, train and supervise nursing, social work and other students on placements and to contribute to agency training initiatives.

**2.8** To organise and chair team meetings, ensuring a co-operative and cohesive team spirit and a culture of open and honest communication.

**2.9** To promote and nurture good practice and to brief staff regarding wider policy and practice issues.

**2.10** To participate in the recruitment and selection of staff, under the direction of the Service Manager and/or Service Director.

**3. Project Management and Administration:**

**3.1** To be accountable for the overall quality of the service and to ensure that it confirms with the required quality standards and requirements of Creative Support and the service commissioners.

**3.2** To promote effective joint working with partner agencies and ensure the achievement of agreed service objectives. To ensure that excellent communications are maintained.

**3.3** To ensure that policies and regulations pertaining to fire, environmental health, general safety and security are understood and adhered to by all staff, tenants and visitors. To promote a high standard of health and safety awareness. To assist in recording and investigating accidents and incidents within the project and to take appropriate follow-up action.

**3.4** To encourage customer feedback and suggestions from service users, carers and stakeholders for improving services. To promote a positive attitude to complaints. To ensure that complaints are

fully investigated within the agreed procedures of Creative Support and that timely and appropriate action is carried out.

- 3.5** To maintain effective administrative procedures and financial control systems in liaison with Service Manager and the Finance Department. To ensure that all matters pertaining to client finances are strictly managed within the parameters of Creative Support's Policy '*Client Financial Procedures*' and to monitor carefully all financial arrangements and transactions.
- 3.6** To help develop and participate in monitoring and evaluation procedures. To assist in the formal review of all schemes at regular intervals. To collect and collate relevant statistical information including service user contact hours. To develop and participate in the evaluation of outcomes for service users. To ensure that any quality assurance measures are implemented.
- 3.7** To assist the Service and Service Manager, the management of the service budgets and to liaise with Creative Support's Director of Finance and the Service Director. To ensure that voids in supported housing are kept to the lowest possible level and that income generation is maximised.
- 3.8** To ensure that the accommodation in which service users live is maintained to the highest possible standards. To ensure that necessary repairs are reported promptly and that all housing services are efficiently and effectively carried out.
- 3.9** To reinforce the terms and conditions of the tenancy agreement, taking into consideration tenant's needs and working within a multi-disciplinary framework.
- 3.10** To establish and maintain good working relationships with all professionals and services in the area. To contribute towards effective joint working by maintaining high standards of liaison and communication and by participating in inter agency forums.
- 3.11** To facilitate the involvement of service users, carers and representatives in the development and management of services. To promote Creative Support, its services and activities to service users, carer, other agencies and the general public.
- 3.12** To notify local agencies of any vacancies within the project, and to seek appropriate referrals so as to make the best use of the service. To carry out full assessments of clients referred and to convene the Allocations Panel to discuss the referrals.
- 3.13** To be responsible for monitoring and the evaluation of procedures. To prepare for and contribute in the formal review of the service at regular intervals. To collect and collate relevant statistical and qualitative information. To develop and participate in the evaluation of outcomes for clients. To ensure that any quality assurance measures are implemented.

#### **4. Joint Working:**

- 4.1** To establish and maintain good working relationships with all professionals and services in the relevant area.
- 4.2** To contribute towards effective joint working by maintaining high standards of liaison and communication and by participating in inter-agency forums.

- 4.3 To facilitate the involvement of service users, carers and representatives in the management and development of the service.
- 4.4 To promote Creative Support, it's services and activities to service users, carers and other agencies and the general public.
- 5. **Other:**
- 5.1 To notify Line Manager of planned whereabouts and to submit accurate timesheets weekly.
- 5.2 To accept support, supervision and guidance from senior colleagues.
- 5.3 To carry out all work in a manner consistent with the aims of the project and the service principles adopted by Creative Support.
- 5.4 To comply with and to implement the Equal Opportunities Policy.
- 5.5 To maintain confidentiality at all times, in accordance with the agreed policy.
- 5.6 To identify training needs in discussion with Line Manager and to attend training events and courses as required.
- 5.7 To observe any written policies, procedures and guidelines for good practice as agreed by Creative Support.
- 5.8 To take part in the local on-call service to provide out-of-hours support.
- 5.9 All employees should be aware that due to the nature of work Creative Support undertakes there is a requirement to support service users with daily living skills and individual activities which will include moving and handling and may involve supporting people with personal care needs.
- 6.0 Any other duties as required.

**PERSON SPECIFICATION – PROJECT MANAGER**

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Bradford MH Accommodation Services

|    | <b>QUALITIES REQUIRED</b>   | <b>How Assessed</b>            | <b>Essential/ Desirable</b> |
|----|---|--------------------------------|-----------------------------|
| 1  | <b>Ability to articulate and communicate a progressive vision for the delivery of mental health services</b>  | Application Form and Interview | <i>Essential</i>            |
| 2  | <b>Familiarity with Supporting People Programme and the QAF Standards</b>   | Application Form and Interview | <i>Essential</i>            |
| 3  | <b>Ability to engage with service users, and to develop and sustain warm and trusting relationships</b>   | Interview                      | <i>Essential</i>            |
| 4  | <b>Good verbal communication skills and ability to listen sensitively to others</b>   | Interview                      | <i>Essential</i>            |
| 5  | <b>Good written communication skills</b>  | Application Form and Interview | <i>Essential</i>            |
| 6  | <b>A high level of customer focus and the ability to lead and manage a team to provide excellent customer service</b>   | Interview                      | <i>Essential</i>            |
| 7  | <b>Ability to demonstrate initiative, self-motivation and resourcefulness</b>   | Interview                      | <i>Essential</i>            |
| 8  | <b>Ability to liaise in a professional manner with other agencies and to work in a positive way with the families and friends of service users</b>  | Interview                      | <i>Essential</i>            |
| 9  | <b>Understanding of the person centred aims and principles of Creative Support and ability to put these into practice</b>   | Application Form and Interview | <i>Essential</i>            |
| 10 | <b>Ability to demonstrate respect for difference and diversity</b>  | Application Form and Interview | <i>Essential</i>            |
| 11 | <b>A non-judgmental, accepting approach to working with people who may be challenging</b>   | Interview                      | <i>Essential</i>            |
| 12 | <b>Ability to work in a calm, patient and tolerant manner at a pace appropriate to the needs of the individual</b>  | Interview                      | <i>Essential</i>            |
| 13 | <b>Ability to enable people to enjoy developmental opportunities without being exposed to unacceptable risks</b>  | Interview                      | <i>Essential</i>            |
| 14 | <b>Ability to support and supervise staff and provide on the job coaching</b>   | Application Form and Interview | <i>Essential</i>            |
| 15 | <b>Knowledge of helpful approaches and strategies to support people with mental health needs</b>  | Application Form and Interview | <i>Essential</i>            |
| 16 | <b>Ability to carry out a comprehensive assessment of an individuals care and support needs, including risk assessment. Ability to devise effective individual care plans, risk management plans and management guidelines and protocols for managing challenging behaviour</b> | Interview                      | <i>Essential</i>            |

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| 17 | <b>The ability to serve as a professional role model to colleagues</b>   | Interview                      | <i>Essential</i> |
| 18 | <b>Experience of staff supervision and management</b>  | Application Form and Interview | <i>Essential</i> |
| 19 | <b>Significant experience of supporting people with mental health needs</b>  | Application Form               | <i>Essential</i> |
| 20 | <b>Experience of supported housing for people with mental health needs</b>   | Application Form               | <i>Essential</i> |
| 21 | <b>Experience of consulting with service users and responding to their views in service development and delivery</b> | Interview                      | <i>Essential</i> |
| 22 | <b>Experience of evaluating, monitoring and reviewing services</b>   | Interview                      | Desirable        |
| 23 | <b>A relevant professional qualification (e.g., RMN, DipSW, NVQ IV)</b>  | Application Form               | Desirable        |
| 24 | <b>Degree level academic qualifications /management qualifications</b>   | Application Form               | Desirable        |
| 25 | <b>Willingness to work flexible hours according to needs of the agency and service users</b>                         | Interview                      | <i>Essential</i> |
| 26 | <b>Willingness to attend training courses and events</b>   | Interview                      | <i>Essential</i> |
| 27 | <b>Willing to accept feedback and guidance and to be accountable to colleagues and managers</b>                      | Interview                      | <i>Essential</i> |

**TERMS AND CONDITIONS – PROJECT MANAGER**

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| <b>Salary:</b>  | <b>Up to £28,762.50 per annum based on experience and qualifications</b> |                      |
|   | <b>Point One:</b>  | £28,275.00 per annum |
|   | <b>Point Two:</b>  | £27,762.50 per annum |
| <p><b>Please Note:</b> <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications. Successful applicants, under 25yrs age, who possess a degree level qualification will commence on point one of the above scale.</i></p> |  |                      |

**Hours of Work:**

Full time hours are 37.5 per week. To be worked flexibly on a rota which includes evenings, weekends and public holidays according to the needs of the service.

**Holidays:**

25 days plus 8 statutory days pro rata.

**Bank Holidays:**

An enhancement is paid for working at Christmas and New Year. We do not pay enhancements for working evenings, weekends or any other public holiday.

**Level 2 and/or Level 3 Health & Social Care Diploma:**

All employees will be required to undertake and complete the Level 2/3 Health and Social Care Diploma, or if the employee already has an NVQ but no Learning Disability qualification, they will need to complete the Level 2/3 Certificate in Learning Disabilities (applicable to Support Workers working in learning disability services only) as a condition of their employment. If you hold NVQ 2 health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake higher qualifications.

**Birthday Holiday Bonus:**

You will be permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period, you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

**Disclosure Checks:**

All appointments will be subject to DBS enhanced disclosure and ISA checks.

**Probationary Period:**

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

**Probationary Bonus:**

After the probationary period has been satisfactorily completed your further employment will be

confirmed. Upon successful completion of your probationary period, you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

**Sickness Policy:**

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows: -

- Creative Support pay SSP for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty-four months service - Up to a maximum of four weeks at full pay.
- Twenty-four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

**Pension:**

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

**Life Assurance:**

Currently set at two time’s basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6-month employment. This scheme provides a death in service benefit of two time’s annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend its life assurance scheme at any time on reasonable notice to you.

**Discretionary Benefits:**

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer’s leave up to 5 days per annum

**Employee Assistance Service:**

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

**Hospital Saturday Fund:**

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

**Annual Rail Ticket:**

Discounted annual rail season ticket plans available to employees through Northern Rail.

**Payroll Giving:**

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Administered by Charities Trust, a tax efficient was of donating a regular basis to any of the registered charities either large or small.

**WeCare Awards:**

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

**Your Rewards:**

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

**Retirement Awards:**

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

**Refer a Friend Scheme:**

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment

**Welcome Back Grant:**

£200 worth of vouchers for employees who return to the organisation who had have at least six months between resigning from their original post and taking up their new role.

**Uniform:**

If applicable for your service you will be provided with a uniform. The number of uniforms that provided will be depended on your hours worked.

**Company Mobile Phone and Laptop:**

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

**Travel Expenses:**

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

**Lease Cars/Car Allowance:**

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.