**Project Manager**

Job Description

**Location:** Highlands

**Salary:** £31,415 (pro-rata)

**Salary** **Band:** 1.7

**Hours:** 35 (Full-Time)

**Contract:** Permanent

**Reports To**: Project Manager

**Disclosure & Barring Check:** This post will be subject to a PVG check for working with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

**About Us**

Change Mental Health is a leading national mental health charity providing unique support to people with severe and enduring mental ill health. With over 50 years’ experience across Scotland, we believe people affected by poor mental health and illness deserve the highest quality of support in the community and that every person has the right to be valued and to share in the opportunities, challenges, and joys of everyday life.

**About the Community Link Worker Service**

The Community Link Worker service collaborates with selected GP surgeries – supporting adults over the age of 18 through social prescribing. Referrals are received from the GP to our Community Link Workers when there might be a concern caused by social factors, rather than a medical problem. The service focuses on improving health outcomes for people experiencing stressors in their lives due to social problems, which could lead to poor mental health.

**About the Role**

As a Community Link Project Manager, you have responsibility to ensure that our work to deliver a Community Link Worker service in liaison with Primary Care people is delivered to a high standard and within the framework agreed with NHS Highland. You will line manage Community Link Worker service in close liaison with the Locality Manager, to achieve our outcomes and contribute to the evidence base required to enable NHS Highland to make decisions about the future of the work in Scotland.

Working closely with the Locality Manager you will ensure that Change Mental Health develops and delivers the Community Link Worker service, that we involve all stakeholders in this work, and that we develop a comprehensive understanding and map of the community resources available to support people to improve their mental and physical health outcomes. You will ensure that the service contributes to the development of such community resources and to improved links between community resources and Primary Care.

**Key Responsibilities:**

* Take responsibility for the service with minimal oversight from the service manager, including managing the Community Link Worker team
* Plan strategic and operational outcomes and ensure that staff are aware of these
* Manage a range of complex duties and divide my time accordingly
* Take responsibility for developing and maintaining positive team dynamics to promote good team working
* Maintain accurate confidential records that ensure that the organisation complies with all standards and legal requirements
* Prepare reports as required and ensure these are accurate and of a good standard
* Identify any gaps/needs within my area of work and identify solutions including longer term strategies for more efficient working
* Work closely with partners/external stakeholders across a number of strands/agencies to carry out my role and ensure Support in Mind Scotland maintains its professional reputation
* Contribute to research and development tasks to further my role and the work of the organisation
* Provide professional support and supervision to senior practitioner staff in my geographic area
* Work to appropriate professional standards
* In keeping with Support in Mind Scotland policies and procedures, I ensure all Health and Safety standards are maintained by a designated member of staff

**Essential Criteria:**

* Educated to SVQ 3 level or have experience working in the social care sector.
* Work well in a team setting but can also work autonomously
* Have a sound theory base of social care interventions including risk assessment
* Have a value base consistent with the aims and objectives of Change Mental Health
* Able to apply an analytical approach to problems in order to find solutions
* Competent in planning and reviewing development plans and taking appropriate action if needed
* Good Standard of I.T skills
* An understanding of the importance of providing professional support and supervision to practitioners
* Sound knowledge of Health and Social care policy in Scotland and can apply this to my role
* Desire to develop my knowledge and skills and attend training as required
* Ability to travel throughout the geographic region covered by the service as required

**Desirable Criteria**

Experience of working with people affected by mental or physical health issues

Experience of community-development work

Experience of working in a SSSC Registered Service

A learning and development portfolio which evidences your skills and knowledge

**General Duties:**

* Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
* Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
* As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
* To act in accordance with the charity’s Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
* To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
* To work in accordance with the charity’s national policies and local operating procedures and those of external regulators or professional bodies.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.

Please be aware that it is classed as an offence if you apply for this role and are barred from engaging in regulated activity relevant to vulnerable adults.

**Benefits:**

* 24/7 access to an award-winning Employee Assistance Programme providing free legal, financial, and medical advice as well as support with life’s challenges.
* A 35-hour working week
* Travel season ticket loan.
* A great work life balance with flexible and blended working environment.
* Access to purchase a Blue Light Discount Card
* Cycle to Work Scheme
* Enhanced sick pay and leave entitlements.
* Generous 37 days’ holiday.
* 2 paid Mental Wellbeing days.
* Professional development including funded opportunities.

**Application Notes:**

To apply please submit your CV and cover letter through our [online BreatheHR portal.](https://hr.breathehr.com/recruitment/vacancies/41262)

Applicants are advised to apply as soon as possible, and all applications must be received by **midday on Monday 23rd of June 2025.** Please don’t delay your application to avoid any disappointment, as we reserve the right to close this advert earlier or later than stated.

We welcome and encourage job applications from people of all backgrounds. If you consider yourself to have a disability, please inform us of any arrangements that we may make to the interview process.

If you have any questions or would like an informal chat, please reach out to Sharyn Morgan on sharyn.morgan@changemh.org.