



# SOCIAL PROGRAMMES MANAGER RECRUITMENT PACK

**At Paws & Pause everyone should feel part of our team and mission. Whether that is paid staff, trainees or ad hoc volunteers we want everyone to feel valued and integral to the running of Paws and Pause.**

## **Overview:**

Job title: Programmes Manager

Reporting to: Director

Hours: 40 hours (Full time)

Salary: £25,000 - £35,000

Benefits: 3% employer pension and 28 days annual leave (inc bank holidays)

Contract: Permanent

Location: Based working at daycare sites across South London.

## **General Summary of Paws and Pause**

Welcome to Paws & Pause! We are a one of a kind social enterprise dog day care. We look after dogs whilst also delivering traineeships for people in long term unemployment due to mental illness and substance addiction. Our values are all about having fun and creating an inclusive space where everyone, dogs and people alike, are cared for and safe.

## **About the Role:**

The Social Programmes Manager is responsible for implementing our social programmes across Paws & Pause's new dog daycare sites. Our Trainee Programme supports people with experience of mental ill health and substance use difficulties to attend volunteer placements for six months to gain skills and confidence to take their next steps in their employability journey. You will manage a team of Case Workers who lead on supporting trainees within their placements at daycare with 1-1 mentoring, workshop delivery and support.

## **Job Description:**

- Manage the rollout and implementation of our social programmes across new sites as acquired
- Coordinate recruitment campaigns to our social programme
- Manage a team of daycare caseworkers and contribute to the management team
- Some 1-1 mentoring and action planning with trainees (this will decrease as the programme expands across different sites)
- Coordinating and delivering period training to staff and workshops to trainees
- Networking and building relationships and partnerships with service providers for referrals and on-going joint working.
- Update and maintain working procedures and policies for the programme with

periodic reviews

- Lead on safeguarding protocols for Paws & Pause, making timely and appropriate actions when needed and onward referrals.
- Create, update and maintain resources for the volunteer programme including workbooks, manuals and working documents.
- Responsible for monitoring and evaluating the programme, reporting to management, directors and the board on progress.
- Work to a set budget for the programme and ensure good value for money on purchases and running costs.
- Apply for grants and funding bids to support the expansion of the programmes
- Organise quarterly social programmes meeting with the directors and relevant team members and feed back to the board when required

#### **Other:**

- Support the general running of the daycare when needed, supporting with opening and closing and managing the dogs welfare and trainees on site. This will include general cleaning and customer service duties.
- Work as part of the team to communicate and manage the dogs and team duties
- Inform management of any issues you have identified in day care and suggest solutions to how we can work to make our service better
- Be an active member of the team and participate in team meetings and training.

#### **Person Specification:**

- A passion for dogs and enjoys being around them!
- Experience of dealing with safeguarding issues and the management of risk
- Experience of supporting people with experience of mental ill health and substance use to set goals and achieve progress.
- Excellent interpersonal skills, including the ability to engage a range of audiences; and the skills to facilitate relevant, suitable training.
- Experience of Project management and monitoring and evaluation of programmes
- Experience of writing successful grant proposals
- Experience of managing staff
- Excellent organisational skills, including the ability to manage different pieces of work simultaneously.
- Experience of developing and facilitating workshops and training
- Good knowledge of the employability sector and mental health work/rights, and the ability to keep up to date with changes/best practices.
- A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision

#### **You will be the kind of person who:**

- Enjoys working with a diverse range of people and abilities and values everyone's differences unique strengths
- Can think on their feet and come up with solutions to problems they encounter
- Is looking for an exciting role combining mental health knowledge and the love of dogs, who doesn't mind getting their hands dirty when on site!

- Is looking for a role you can really put your stamp on and may want a change from working in very bureaucratic organisations.
- Is committed to continuous personal development and learning
- Is happy to get stuck in where needed, as a relatively new business that is growing, everyone chips in where needed, and we have a great team ethos because of it.

**What we offer:**

- A fun, supportive workplace that puts our dogs, trainees and employees first
- Training: we do monthly inhouse training as well as external training for our employees. Including First Aid, OFQUAL Level 3, Management training, etc
- Progression - we love to see our staff grow in confidence and skills to progress with Paws and Pause
- An inclusive workspace that has mental wellbeing at its heart

**How to apply:**

Please send your CV and cover letter explaining how you meet our criteria and why you would like to work with us to [hello@pawsandpause.co.uk](mailto:hello@pawsandpause.co.uk)