

Charity no: SC025643

Company no: 171155

**Lifelink is looking for a new Assistant Manager to help us achieve our business growth and expansion plans of supporting more people to be healthier and happier wherever they live, work or learn. Come and join the healthier and happier revolution!**

If you are an experienced, enthusiastic Assistant Manager (or have the required experience, skills & aptitude) with existing experience of managing people and service delivery to achieve performance targets and outcomes - then we want to hear from you ASAP!

**Assistant Managers**

The position is full time, 35 hours per week,

delivered flexibly, and with some evening and weekend working with potential on-call responsibility

**Grade 5: (£24,750 - £26,500) p/a pro rata**

additional benefits include generous holiday allowance, contributory pension scheme (6% from employer), cash back health plan and life cover. Our services operate daytime, evenings and weekends and people friendly working arrangements and patterns are available

Our new Assistant Managers will be responsible for ensuring smooth delivery of Lifelink’s day to day operations. This will include scheduling and managing people and facilities to ensure they are available and ready to meet the needs of our clients. They will support and performance manage a team of staff, develop and maintain local partnerships­, deliver corporate training and community-based workshops and contribute to service delivery and development, amongst other activities.

This is a busy and demanding role with a lot of variety. As such we are looking for energetic, positive, solution focused individuals who have experience in these areas. We expect you to take our local services to the next level by providing excellent local leadership and ensuring our services remain at the leading edge, whilst meeting the needs of our service users, our business partners and our business.

**You must have:**

* Demonstrable experience of managing staff and service delivery
* A clear understanding of distress, anxiety, stress and mental health issues and the challenges these present to service users
* Educated to degree level/professional qualification in a supervisory or management field (or evidence of equivalent work experience and willingness to undertake ongoing CPD)
* Excellent IT skills and be comfortable with use of mobile technology
* A valid driving licence and access to own vehicle

**Ideally you will have:**

* Experience of overseeing confidential one to one client support services
* Experience of providing staff training / coaching to improve service outcomes and quality
* Experience of monitoring and reporting around resources and service delivery outputs

**Closing date** for completed applications is **29th April,** successful candidates will **start in June 2022**

Go to<https://www.lifelink.org.uk/assistant-managers/> for further info and application form

**About us - Lifelink** is a social enterprise delivering counselling, support and wellbeing services to a wide-ranging client portfolio, adults and young people, in community, school and workplace settings. Our commissioning partners include NHS Greater Glasgow and Clyde, Scottish Prison Service, and West Dunbartonshire and North Lanarkshire HSCP’s. We are a member of BACP and adhere to the BACP framework for good practice in counselling and psychotherapy. All our staff are suitably qualified for the services they deliver whether that’s counselling, support work, training or management roles.

**Web:** [**www.lifelink.org.uk**](http://www.lifelink.org.uk) **Email:** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk) **Tel: 0141 552 4434**