# Job description

**General Information**

Job Title: Senior Regional Manager – Northern Ireland (NI)

Department Services

Job Location: NI (Home based) Belfast Health & Social Care (HSC) Trust, South Eastern HSC Trust, and Northern HSC Trust

Reports to: Head of Regions

Number of Direct Reports: 1

Number of Volunteer Reports: 0

Financial Responsibility: Regional Budget

Level of Disclosure Check Required: Enhanced

**Overall Purpose**

The Macular Society aims to beat the fear and isolation of macular disease by funding world-class research and providing the best advice and support for people living with central vision loss.

As part of our 5 year strategy, we have committed to double the number of people we support through our 1 to 1 and face to face services around the UK, and the Channel Islands.

Our services are delivered by a combination of paid staff and dedicated volunteers, providing support, sometimes one to one and sometimes in group settings.

This role is responsible for whole of NI but has a dedicated area of their own, covering Belfast HSC Trust, South Eastern HSC Trust, and Northern HSC Trust.

The role is home based, with frequent travel throughout NI (and occasionally across the UK). Some occasional evening/weekend work may be needed.

**Responsibilities:**

Below is a description of the reporting line for this role (one regional manager reports into the senior regional manager who in turn reports into the Head of Regions, who themselves reports into the Director of Services)

Director of Services

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Head of Regions

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Senior Regional Manager – Northern Ireland

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Regional Manager-Northern Ireland

**Our Values**

Showing We Care

We are Supportive and Caring

Knowing Our Stuff

We have Integrity and we act Honestly

Making It Happen

We are Ambitious

**Job summary**

Working closely with the Head of Regions the post holder will manage and develop Macular Society regional services across Northern Ireland. They will also be responsible for managing a strong and effective team. Throughout their own area, Belfast HSC Trust, South Eastern HSC Trust and Northern HSC Trust they will be accountable for developing and maintaining existing services and relationships with partner organisations.

**Key Accountabilities of the Role**

* To recruit, train, develop and support local Macular Society groups and volunteers in their own area and across NI if required.
* Develop relationships with existing and new volunteers.
* Managing the budget as allocated.
* Regenerating weak and declining Macular Society peer support groups across their own HSC Trusts.
* Report and evaluate regional services in NI and ensure accurate and timely reports are submitted to funders.
* Build a network of volunteers for all our volunteer delivered service in NI.
* Identify and advertise local/regional and national volunteering opportunities.
* Support the development of the Macular Society peer support services and volunteer development strategy, policies and procedures as it applies in NI.
* Represent the Macular Society at local, regional and national events to promote all the services.
* Line manage and support the Regional Manager in NI.
* Work with the Head of Regions to ensure that monitoring systems are in place to carry out effective evaluation of our services.
* To take part in key internal and external working groups and identify opportunities for joint-working with other teams and organisations (including statutory and non-statutory).
* Contribute positively to services team days, taking a lead on any cross team work involving the services for which they are responsible.
* Represent the Macular Society at any relevant external working groups, conferences and seminars where appropriate.
* Support the Head of Regions as required.

**Competencies**

* Manages their team effectively.
* Supports colleagues across the Society.
* Works well with others across the Macular Society
* Is committed to quality and service
* Understands how the Macular Society operates and follows agreed procedures
* Delivers their objectives and core activities as required
* Takes responsibility for their own performance and development

**Person Specification**

* Experience of the voluntary sector provision for people with sight loss and knowledge of low vision and rehabilitation services in NI.
* Proven experience of line managing staff and team leadership.
* The ability to positively influence their team by inspiring and leading by example.
* Experience of working with older people and/or people with disabilities, especially sight loss.
* Excellent interpersonal skills & ability to represent organisations.
* Experience of service delivery and management of budgets
* Excellent programme delivery skills and ability to manage diverse and demanding workloads.
* Excellent team working and collaborative working skills and the ability to develop effective partnerships
* Excellent written, verbal and presentation skills.
* Able to develop productive and collaborative relationships with other professionals including health care professionals.
* High level of computer literacy and use of MS Office software and CRM
* Able to work remotely and as part of a team
* A team player, with flexible approach willing to work with and support colleagues across the organisation

**Previous relevant experience and knowledge**

* A successful track record working with volunteers.
* Experience of facilitating meetings at all levels.
* Experience of working in partnership with other organisations.
* Event/project management
* Microsoft Office and databases
* Monitoring and evaluation systems

Eligibility to work in the UK:

Proof of identity and eligibility to work in the UK.

Volunteering:

From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.

Safeguarding:

The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

The post holder is required to carry out other such duties as may

reasonably be required, commensurate with the grade of this post. All

employees will be expected to excel in being supporter centric,

demonstrate advocacy for the Macular Society at all times and be a fundraiser.

Good broadband connection is essential for this role.

This job profile is accurate as at the date shown below. In consultation with the post holder it is liable to variation by management to reflector anticipate changes in or to the role.

Annual leave: 26 days (pro rata) plus Bank Holidays

Based: Home based in NI

DATE OF EVALUATION: December 2022