

Deputy Project Manager

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Company: Quarriers

Location: London

Category: business-and-financial-operations

Are you natural leader who has the skills to manage a dedicated team who support others to live a fulfilling life while achieving their dreams and goals? If so, then we have a great opportunity for you to join our Adult Support Living Services in Glasgow!

Your new opportunity

Quarriers Glasgow Connect Adult Supported Living Service are currently recruiting a **Deputy Project Manager** on a **full time, permanent** contract. The service provides support to adults with learning disabilities, physical disabilities and other support needs to enable individuals to live independently within their local communities across Clydebank and Bearsden.

As the **Deputy Project Manager** you will work alongside the Project Manager supporting staff to deliver person-centred care and promote greater independence and inclusion, including health and wellbeing.

You will assist the Project Manager in the smooth running of the service and responsible for ensuring that all managers and staff within the teams are fully supported and focused on achieving fantastic outcomes for the people supported at the service. The role will also include administrative duties including submission of statutory returns and be fiscally responsible, ensuring that the service operates within budget .

This is a full time role, working 39 hours per week over 7 days. You will work mainly during office hours, however may be required to work evenings and occasional weekends.

What you will need to bring to the role

Relevant qualification (equal to level 7 of SQA)

Enthusiasm and self-motivation.

Previous experience in a supervisory, team leader or management role with social care.

Resilient, reliable and an excellent listener.

Good IT & communication skills.

Driving licence and access to your own vehicle is essential.

What's in it for you?

Opportunity to gain SVQ qualifications via our SVQ accredited centre.

Generous holiday entitlement, 29 annual holiday days + 4 public holidays for support staff, rising to 34 days annual leave and 4 public holidays after 5 years.

Training, support, learning and development.

Opportunity to make a difference to someone's life.

Family friendly working policies and procedures.

HSF Health Cash Plans.

24/7 free and confidential Employee Assistance programme.

£ refer a friend scheme (t&c's apply)

Life Assurance Benefit.

Workplace Pension.

Registered with Concert for Carers.

Access to health services free of charge (physiotherapy & occupational health)

Cycle to work scheme.

Christmas saving scheme.

Full details of this role can be viewed on the attached Job Role Profile.

Where applicable, successful candidates will be required to register with the SSSC within six months of start date.

Quarriers have Investors in People Platinum accreditation.

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