



CLASP Manager Job Description

Job title:	CLASP Manager		
Reports to:	CLASP Management Committee	Location:	CLASP office Upper Room Bradbury Centre Wokingham
Employment Status:	1 year fixed term	Hours of work:	15 to 20 hours per week (to be agreed)
CLASP purpose:	CLASP is a charitable organisation that provides self-advocacy support for people with learning disabilities who live in the Wokingham area. Its purpose is to enable people with learning disabilities to speak up for themselves and to promote independence and inclusion for its members. 50% of the Management Committee has learning disabilities and the CLASP Manager will report directly to this group.		
Job purpose:	To ensure the smooth running of CLASP and to report to the Management Committee with regard to projects and priorities.		
Organisation chart:	Management Committee CLASP Manager Project Assistants Volunteers		
Staff responsibilities:	Number of employees supervised: <ul style="list-style-type: none"> • 3 part time Project Assistants • Volunteers 		
Financial accountabilities:	Day to day budgetary responsibility (after successful probation period)		
Health & Safety Responsibility:	In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with CLASP to enable CLASP to perform or comply with its duties under statutory health and safety provisions		



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Summary of main contacts:	<p>CLASP Members</p> <p>CLASP Management Committee</p> <p>Interaction with staff and volunteers at all levels including routine, non routine and sensitive issues</p> <p>Wokingham Learning Disability Partnership Board</p> <p>Wokingham Borough Council</p> <p>Other voluntary and user led organisations</p>
Main tasks	<p>Ensure the smooth running of current CLASP projects and the office</p> <p>Support and safeguard CLASP members</p> <p>Research and implement new sources of funding, including making grant applications and new business tenders</p> <p>Manage and support the CLASP Project Assistants on current and future projects</p> <p>Liaise with the CLASP Treasurer re. Finance and payroll</p> <p>Day to day financial responsibility, including making payments</p> <p>Ensure CLASP policies and procedures are kept up to date in line with current legislation</p> <p>Report to the Management Committee with regard to ongoing and future CLASP projects and advise on priorities</p> <p>Promote the work of CLASP on a local and national level</p> <p>Attend conferences / regional and national forums / Partnership Board meetings etc</p> <p>The role is flexible and the list of main tasks is not exhaustive</p>



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<p>Person Specification</p> <p>E = essential</p> <p>D = desirable</p>	<p>Knowledge / Qualifications</p> <p>Good general education to GCSE Grade C or above / NVQ Level 2 or equivalent</p>	E
	<p>A Level qualification in English or equivalent</p>	D
	<p>Knowledge of Equal Opportunity Legislation (or the willingness to acquire this knowledge).</p>	D
	<p>Technical skills</p> <p>Good communication and presentation skills</p>	E
	<p>Good keyboard skills to include word processing reports</p>	E
	<p>Ability to organise, plan schedules and monitor activities.</p>	E
	<p>Ability to liaise effectively with members, outside agencies and funders.</p>	E
	<p>Ability to work on own initiative</p>	E
	<p>IT literate in Microsoft Office packages (or similar)</p>	E
	<p>Ability to write successful tenders and grant applications</p>	E



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	<p>Experience</p> <p>Experience of working with people with additional needs an advantage</p>	D
	<p>Experience of dealing with the public, staff and professionals internal and external regarding non routine and sensitive issues</p>	D
	<p>Experience of making presentations to staff, management etc.</p>	D
	<p>Personal qualities</p> <p>Motivated to learn about and implement awareness and inclusion for people with learning disabilities</p>	E
	<p>A belief in empowering members</p>	E
	<p>Ability to communicate effectively with members and a wide range of interested parties</p>	E
	<p>Special factors</p> <p>Occasional evening/weekend hours</p>	