

Jigsaw: Service Manager (<https://www.activelink.ie/node/110947>)



Job Title: Service Manager

Base: Jigsaw Dublin South West

Responsible To: Regional Services Manager

Contract Type: Specific Purpose

Position Summary:

The Service Manager will be primarily responsible for the operational management of the Jigsaw service. The Jigsaw Service Manager will work as part of a collaborative leadership team (Service Manager and Clinical Manager) to ensure the safe and effective delivery of the Jigsaw service and compliance with service related policies and procedures. The Service Manager has lead responsibility for oversight and management of delivery of youth mental health promotion programmes, youth and community participatory structures and community engagement activities. The Service Manager also holds responsibility at local level for budget management and oversight of premises and health and safety.

Please note: This is a full-time, specific purpose position based in our Dublin South West service in Tallaght.

This is a front facing role with daily interactions with Young People and members of the public. Access to home working is occasional and is offered based on responsibilities of the role and the needs of the Service and Young People.

Core Job Requirements

- The Service Manager, as part of the collaborative leadership team, provides operational management across the Jigsaw Service, including:

Leadership

- Managing the planning processes ensuring the Jigsaw team have a clear vision for 1) clinical service delivery 2) youth mental health promotion and 3) youth participation
- Ensuring the Jigsaw service plan is aligned to regional and national Jigsaw priorities
- Ensuring that local strategy is translated into operational work plans Working collaboratively as part of the Jigsaw Leadership team and contributing to leadership meetings with regional colleagues
- Promoting a collaborative and compassionate culture in Jigsaw

Operational Management

- Providing line management to members of the service team
- Supporting the performance and professional development of the Jigsaw team, including performance management and reviews of direct line staff members.
- Overseeing the efficient operation of the service, including the system of scheduling appointments for young people.
- Engaging in ongoing evaluation and improvement in service performance including achievement of Key Performance Indicators and targets in line with national standards.
- Implementing financial policies and procedures and managing the local Jigsaw budget.
- Leading the development of annual service plans for the service.
- Analysing and reporting on data from Jigsaw Data System to inform service delivery.
- Implementing the Jigsaw risk management policy.

- Holding local responsibility for, and working with the Jigsaw facilities department, ensuring that the service premises/facilities are in line with health and safety requirements and provide a welcoming, youth focused mental health service setting.

Please see full Job Specification below.

[Apply Now \(https://apply.workable.com/jigsaw/j/F4ABD9A093/apply/\)](https://apply.workable.com/jigsaw/j/F4ABD9A093/apply/)

Application deadline: **26th September 2024**

Region

Dublin South West

Date Entered/Updated

17th Sep, 2024

Expiry Date

26th Sep, 2024

Attachment	Size
<u>Service Manager DSW Job Spec.docx</u>	48.53 KB

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