



J O B D E S C R I P T I O N

Job Title: Eco Therapy Manager – Isle of Wight

Responsible to: Youth and Families Divisional Manager

The main purpose of the post:

To develop and co-ordinate services centred around the Eco Therapy project on the Isle of Wight

Key Tasks:

- To coordinate delivery of Hampton Trust projects on the Isle of Wight
- To take the lead for the Eco Mentoring project
- To create a foundation from which a sustainable social enterprise can be developed
- To co-ordinate Eco Workshops
- To supervise and line manage the work of staff and volunteers on the Isle of Wight
- To recruit, interview, assess, induct, train, supervise and support volunteers in accordance with the Trust's established procedures
- To be available weekends and evenings as per work plan
- To oversee assessment and matching of service users with mentors and monitor progress
- To ensure there is effective user involvement in shaping and developing the service
- To attend steering group meetings and other meetings as relevant to the development of eco therapy work on the island
- To maintain and develop links with other agencies to facilitate effective access to services, training and other opportunities for service users

- To liaise with local agencies regarding referrals to and from services
- To manage agreed project budgets as required by the Trust and funding agencies
- To work with the Trust's Administration Team to keep records up to date in line with the Trust policies
- Ensure the effective monitoring and evaluation of the project and produce regular reports as required
- To assist with the production of publicity materials and dissemination of same
- To work with staff in other schemes run by The Trust to share and develop good practice
- To ensure sound working knowledge of the systems and processes involved in supporting and safeguarding vulnerable adults, young people, and children
- To participate constructively in supervision and appraisal sessions and undertake professional development activities
- To comply with and uphold the values, aims and policies of the Trust and to be a good Ambassador for the Trust at all times
- To undertake any other duties consistent with this post which may be required from time to time