

Updated May 2023.

Inclusion North Regional Manager	
Job title	Regional Manager – North East and North Cumbria
Location	You will be home based, and about half of your hours will be done from home. The rest of the hours will involve working face to face with people across the whole of the North East and sometimes in North Cumbria. There will be occasional travel to Yorkshire and Humber and sometimes to other parts of the UK.
Salary	£44,916 per year
Managed by	Chief Executive
Hours of work	Full time 37.5 per week – we are open to applicants who want to work part time or flexibly. Please contact us to discuss your circumstances.
Type of contract	Permanent
Most important aspects of the job	<ol style="list-style-type: none">1. Working in partnership with people with a learning disability, autistic people and their families to ensure they have a voice in all the work we do.2. Working closely with our Members, to support improvement in their service delivery.3. Being visible in the region, building relationships and networks to constantly bring new work into the organisation.

Job description

The job of a Regional Manager is:



To manage the relationship with our Members to make sure our membership scheme stays strong and works well.

- To ensure Members renew their membership each year in order to create financial sustainability for the organisation.
- To ensure Members get good value for money by making sure they use our time and other member benefits well.
- To maintain effective relationships with Members so we understand their needs and issues.
- To design and deliver project work based on our Member's needs and priorities.



To bring new work into the organisation

- To look for opportunities that will get us involved in important work.
- To help create financial sustainability for the organisation.
- To write grant funding bids, contract applications and cost up work for clients.
- To make sure that the work we do fits with our values and mission.



To build partnerships with other organisations locally, regionally, nationally and internationally

- To represent Inclusion North.
- To spot opportunities to build new networks.
- To take the lead on creating new, effective partnerships with other organisations.
- To support smaller organisations in the region to work effectively with us and together.

Job description

The job of a Regional Manager is:



To lead on the planning and delivery of all work in your region and to manage project budgets.

- To manage a large, complex portfolio of projects simultaneously.
- To make sure work is done on time and to budget.
- To directly deliver a lot of the work, supported by your team.
- To come up with creative ideas for clients around how their projects can be delivered.



To lead on evaluation of the work in your region, to make sure we understand the impact our work is having.

- To embed evaluation into all the projects you manage.
- To help the organisation to learn from evaluation.
- To create reports and resources from key pieces of work to showcase and share what we do.



To recruit, train, support and lead a regional team of staff so that we have the right people working for us and their work is high quality.

- To lead on recruitment in your region.
- To lead on induction, training, one to one support and annual appraisal for your team.
- To manage the performance of your team.



To support your team to make sure there is equity and inclusion in all the work we do, so that everyone can have a voice and be included

- To make sure there are no barriers for people to get involved in our work.
- To notice which voices are underrepresented and to work to address this.

Job description

The job of a Regional Manager is:



To uphold our values so that your team understand them and demonstrate them in everything they do.

- To challenge bad practice while maintaining professional relationships.



To be part of a strategic management team to support the Chief Executive to lead the organisation.

- To attend monthly meetings and to get involved in the strategic planning for the organisation.
- To regularly meet with the Board of Directors and Advisory Council to discuss the work in your region with them.






To support people and families to have their voices heard when there are proposed changes to the Law and policy.


- To spot opportunities for us to get involved in consultations around key Law and policy changes.
- To find innovative ways to make these opportunities accessible to people and families.



To find ways of connecting Inclusion North into regional and national work to increase our influence.

- To spot opportunities.
- To develop new partnerships.

Person specification	
<p>Skills and abilities</p> 	<p>Able to build good relationships with lots of different people and to engage them in our work.</p> <p>Able to work with organisations who bring a specific problem they want help with, and to come up with creative ideas for projects that meet their needs.</p> <p>Confident to speak up and challenge things you think are wrong and to have difficult conversations to uphold our values.</p> <p>Good IT skills to support your work, including creating a range of documents and running accessible online meetings.</p> <p>Able to produce concise and accessible information.</p> <p>Good problem solving skills and the confidence to be flexible if plans need to change.</p>
<p>Knowledge and experience</p> 	<p>Experience of working collaboratively with people with a learning disability, autistic people and family carers as equal partners to deliver project work.</p> <p>Experience of leading and managing a team.</p> <p>Experience of designing and delivering projects for a range of different organisations, including managing budgets.</p> <p>Experience of leading work that aims to bring about social and cultural change.</p>
<p>Personal attributes</p> 	<p>You should have strong personal values of equality and inclusion.</p> <p>You should act with integrity and be trustworthy.</p> <p>You should have resilience to work under pressure and to manage a diverse workload.</p>

	<p>You should be confident to work on your own initiative with minimal supervision.</p> <p>You should have strong leadership skills.</p>
<p>Other requirements</p> 	<p>Ability to travel around the North East and North Cumbria region either by car or on public transport.</p> <p>Occasional overnight stays away from home and working outside of normal working hours.</p>