

|                    |                                                                                                                                         |                     |                                    |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------|
| <b>Job Title:</b>  | Deputy Manager                                                                                                                          | <b>Post Holder:</b> | NPt                                |
| <b>Reports To:</b> | Project Manager, Bella House                                                                                                            | <b>Location:</b>    | Dublin – Bella House<br>Drumcondra |
| <b>Salary:</b>     | This role is attached to a defined salary scale which ranges from €46,160 to €49,270 and appointments are made depending on experience. |                     |                                    |

## Purpose of the Job

The role of Deputy Manager is vital to the successful delivery of quality programmes and services in NOVAS for our clients. The Deputy Manager will support the clients of NOVAS Bella House.

The Deputy Manager will report to the Project Manager and, will be a member of, and work collaboratively with the NOVAS Bella House staff team and wider NOVAS services. The Deputy Manager will work closely with external service providers, local authorities, and local communities in the region. The Deputy Manager is responsible for managing and supervising staff, maintaining a high standard of service delivery, ensuring that the service provision is person centred, effective, safe and promotes positive health and wellbeing for clients. The Deputy Manager will ensure the service is compliant with relevant legislation, regulations, national, organisational, and local policies and standards. The Deputy Manager will ensure effective day to day running of the project, all aspects of health and safety are met, the hygiene and physical environment is kept to a high standard and ensure that clients are consulted and involved in the operation of the project to the greatest practical extent. The Deputy Manager will be part of the NOVAS on call rota, carry out administrative and financial procedures in accordance with the policies and procedures of NOVAS, prepare reports, statistics, and other information as required.

This role includes day, evening, weekend, and some night work (24-hour shifts). You will also be required to support the night team members through team meetings and supervision.

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review.

## Environment of the Job