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| Job Title | MKCCG Manager |
| Responsible to | MKCCG Officers, President and Management Committee |
| Responsible for | All aspects of operational services and the future development of existing and new services |
| Hours | Part Time – 20 hours pw by negotiation |
| Salary | Up to £43,200 pro rata (£23,040 for 20 hours pw) |

Line Management to Senior Health Professional and Senior Exercise Instructor, Health Professionals, Exercise Instructors, Administration Staff, Blueshirts and Volunteers

Role Description

Overall Purpose of Job - responsible for:

- The day to day running of MKCCG, ensuring it meets all legal and regulatory responsibilities.
- Leading the team of BACPR qualified Exercise Instructors and Health Professionals to ensure that their service delivery has improved health outcomes of members
- Delivery of an effective service that meets the needs of our members to rehabilitate those at risk of or with established cardiovascular disease or those with pulmonary disease
- Recruitment and training of Exercise Instructors and Health Professionals to deliver condition-specific monitored exercise in a safe, friendly and supportive environment
- Delivering the business plan with respect to the health programme and operational KPIs for the programme and exercise outcomes.
- Liaison with GPs with Special Interest (GPWSI) cardiologists as necessary

Key role objectives

Exercise services

- With the Officers, President and Management Committee, manage the strategic development of MKCCG exercise services in line with the priorities set out in the strategic and business plans e.g. establishing new services, enhancing existing services based on identified needs and opportunities.
- Manage the quality of MKCCG exercise services, ensuring that all aspects of our services have systems and procedures in place to support the effective delivery of services. Monitor staffing of exercise services and make recommendations for change appropriate to the changing needs and demands of the services.
- Working with the Chairman and President to review on a regular basis the exercise service, monitoring, reporting on performance and recruitment of Members. Using this to review the appropriate action to address variances and/or changes in response to emerging needs.

- Ensure Health and Safety regulations, other legislation or changing professional standards or practice relevant to service delivery are being met.
- Promote cardio-pulmonary exercise and health education services to key stakeholders and other relevant professional organisations

Team management

- Provide leadership and support to staff in all aspects of Cardio-pulmonary exercise service delivery, ensuring high quality service provision.
- Line-manage the staff, undertake performance management reviews and appraisals, ensuring individual and team development needs are identified and achieved. In consultation with the Officers and President manage recruitment and selection of new Health Professionals and Exercise Instructors.
- Ensure that staff members have access to peer support and information in relation to exercise and relevant health sector topics.
- Mentorship of students undergoing placements or work experience at MKCCG

Communications

- Support the Social & Fundraising Committee to generate income for MKCCG.
- Establish and maintain good working relationships with key stakeholders and strategic partners within the sector, to ensure people affected by Heart and Pulmonary disease are offered comprehensive services and support.
- Maintain contact with relevant local and regional forums to promote MKCCG and develop effective partnerships to improve service delivery.

MKCCG values and policies

Support MKCCG's core values and carry out all responsibilities with due regard to MKCCG's policies and procedures. Ensure value for money and best use of resources in all activities related to the post.

Other duties

This role description is not an exhaustive list. The post holder may be required to undertake other duties as directed by the Officers, President and Management Committee.