

**JOB DESCRIPTION**

**Job Title:** Innovation Manager

**Grade:** LDW Grade6

**Hours:** 30 hours per week

**Accountability:** Responsible to the Chief Executive Officer

**Purpose:** To lead on specific subject areas alongside the wider management team in achieving our goal of making Wales the best place to live, work and learn if you have a learning disability

**Responsibilities**

**1** **Management**

* 1. Manage some of our projects and networks including Parents with a learning disability network, Gig Buddies project, relationships and sexuality project and develop any new projects that arise.
	2. Manage and support the Gig Buddies team consistent with our values and mission.
	3. Lead regular team meetings to monitor, develop and coordinate the projects and network activity in line with our strategic plan.
	4. Participate in regular Managers meetings reporting on your areas of work and contribute to our strategic plan.

* 1. Lead on or participate in meetings both internal and external relevant to your areas work.
	2. Oversee the monitoring and reporting of areas of work.
	3. Lead on the development of new projects ensure that financial processes and budgets for those projects are adhered to.
	4. Lead on the coordination and preparation of relevant project monitoring and progress reporting requirements set by those project funders.

1.9 Lead on LDW’s project development and financial sustainability where appropriate.

**2.** **Promoting our work**

2.1 Represent the areas of work by leading on and participating in internal and external meetings to ensure their successful delivery.

2.2 Develop and maintain positive relationships with collaborators, funders and key stakeholders.

2.3 Proactively communicate and promote the projects through the partnerships, external networks and links.

2.4 Prepare reports, articles and presentations that promote the work of our projects and networks.

2.5 Oversee the promotion of the work through our website and and social media platforms.

**3. Training and Events**

3.1 Contribute to the projects training strategies in conjunction with partners.

3.2 Contribute to and assist with organising project events.

**4. New Project Activity**

4.1 Lead on identifying and advising on new funding opportunities.

4.2 Assist in the preparation of all funding applications

**5 Other**

5.1 Undertake a range of duties within the scope of your role to ensure the delivery of our strategic plan.

Learning Disability Wales

January 2021