

Job Description - SLATE Project Manager (SPM-OCT26)

Job Title: Project Manager - SLATE Project

Salary: NJC Salary Scale SO1 (23/24/25) currently £32,574 - £34,400 (under review and depending on experience)

Hours: 35 hours per week

Responsible To: Shelter NI Area Manager

Location: SLATE, 33-35 Castle Street, Omagh, BT78 1DD.

Contract: Permanent (subject to funding)

Closing Date: 28/10/2026

Interviews: 09/11/2026

Job Purpose

To lead and manage the SLATE (Supported Living and Tenancy Engagement) Project, ensuring the delivery of high-quality housing-related support and accommodation services for care-experienced young people and young people at risk of homelessness.

The Project Manager will provide strategic and operational leadership across all elements of the service, including supported accommodation, floating support, Step Down provision and transitional housing initiatives. The postholder will ensure that services are delivered safely, effectively and in accordance with contractual, regulatory and organisational requirements while achieving positive outcomes for young people.

The role requires strong leadership, partnership working and service development skills, working closely with the Northern Ireland Housing Executive, Western Health and Social Care Trust, statutory agencies, housing providers and other stakeholders to improve pathways into sustainable independent living.

Key Responsibilities

Service Leadership and Management

- Provide effective leadership and overall management of the SLATE Project.
- Ensure services are delivered in line with Shelter NI policies, contractual obligations and best practice standards.
- Lead the planning, development and continuous improvement of project services.

- Monitor project performance against agreed targets and outcomes.
- Ensure young people receive person-centred, trauma-informed and strengths-based support.
- Promote a culture of safeguarding, inclusion, participation and continuous improvement.
- Manage service budgets and resources effectively.

Staff Management

- Recruit, supervise, support and develop project staff.
- Conduct regular supervision, performance reviews and annual appraisals.
- Identify training and development needs and support ongoing professional development.
- Manage staffing rotas and service cover arrangements where required.
- Address employee relations in accordance with organisational policies.

Service Delivery

- Oversee case management systems and ensure support plans are regularly reviewed.
- Ensure support interventions focus on independent living skills, housing sustainment, budgeting and financial capability, health and wellbeing, education, training and employment and community integration.
- Ensure risk assessments and support plans are completed and updated appropriately.
- Monitor caseloads and service quality across all project elements.
- Ensure appropriate move-on planning and tenancy sustainment support.

Step Forward and Step Down Development

- Lead the implementation and development of the SLATE Step Forward and Step Down models.
- Ensure accommodation is utilised effectively to respond to crisis, emergency and transitional accommodation needs.
- Develop pathways that support young people to successfully move from supported accommodation into independent living.
- Monitor pilot outcomes and produce evidence to support future commissioning and funding opportunities.
- Identify opportunities for service innovation and expansion.

Partnership Working

- Develop and maintain effective partnerships with:
 - Western Health and Social Care Trust.
 - 16+ Pathway Team.
 - Northern Ireland Housing Executive.
 - Supporting People.
 - Social Services.
 - Housing Associations.
 - Education, training and employment providers.
 - Community and voluntary sector organisations.
- Attend and contribute to multi-agency meetings, case conferences and strategic forums.
- Represent Shelter NI positively with external stakeholders.
- Promote collaborative approaches that improve outcomes for young people.

Safeguarding and Risk Management

- Act as the designated safeguarding lead for the project where required.
- Ensure all safeguarding concerns are managed promptly and appropriately.
- Maintain robust systems for risk assessment and risk management.
- Ensure compliance with health and safety legislation and organisational procedures.
- Lead responses to serious incidents and safeguarding investigations where necessary.

Monitoring, Evaluation and Reporting

- Ensure accurate and timely recording of all service activity.
- Monitor outcomes and performance indicators.
- Analyse data to identify trends, service needs and opportunities for improvement.
- Prepare reports for senior management, funders and commissioners.
- Use service-user feedback and outcome data to inform service development.
- Support external evaluations, inspections and audits.

Funding, Contracts and Service Development

- Support the preparation of funding applications, tenders and project proposals.
- Maintain compliance with funding and contract requirements.
- Develop business cases and reports demonstrating service impact and value for money.
- Identify opportunities to secure additional resources and expand services.
- Contribute to organisational strategic planning.

General Responsibilities

- Maintain confidentiality and compliance with Data Protection legislation.
- Work in accordance with Shelter NI policies and procedures.
- Promote equality, diversity and inclusion.
- Maintain professional standards and continuous professional development.
- Undertake other duties consistent with the post as reasonably required.

Person Specification

Essential Qualifications

- Degree level qualification in Social Work, Housing, Community Development, Youth Work, Social Policy or a related discipline.
- or**
- Significant relevant management experience within housing, homelessness, social care or supported living services.

Essential Experience

- Minimum three years' experience managing housing, homelessness, supported living or social care services with an understanding of homelessness, housing need and care-experienced young people's issues.
- Experience of supervising and leading staff teams.
- Experience of safeguarding vulnerable young people and adults and knowledge of safeguarding legislation and best practice
- Experience of partnership working with statutory and voluntary sector agencies.
- Experience of managing budgets and resources.
- Experience of monitoring outcomes and producing reports for funders or commissioners.

- Experience of service development and quality improvement, support planning, risk assessment and case management.

Essential Skills

- Strong leadership and people management skills.
- Excellent communication and interpersonal skills.
- Ability to build effective partnerships and influence stakeholders.
- Strong organisational and project management skills.
- Effective report writing and presentation skills.
- Ability to analyse data and use evidence to improve services.
- Competent IT skills.

Desirable

- Experience of supported accommodation services.
- Experience working with care-experienced young people.
- Knowledge of Supporting People requirements and housing support standards.

Key Outcomes

The Project Manager will ensure:

- Young people experience positive transitions into independent living.
- Accommodation is utilised effectively and safely.
- Contractual targets and outcomes are achieved.
- Strong partnerships are maintained with key stakeholders.
- Staff are supported, motivated and developed.
- High-quality, evidence-based services continue to evolve and meet emerging needs.