

Mental Health Foundation

Job Description

Right Here Youth Participation Coordinator

October 2012

Dear Applicant,

We are the UK's leading charity in the research and development of mental health. It is a changing time in mental health. There is more public understanding about mental illness and how it can destroy lives. Due to an increased awareness there is the potential for much greater support from a variety of individuals and organisations. We are determined to capitalise on this potential. Please see the attached information pack for more details on our work and plans.

Once you have had the opportunity to find out more about us, I hope you will be inspired to want to join us.

I look forward to receiving your application.

Yours faithfully,



Dr Andrew McCulloch
Chief Executive

About the Mental Health Foundation

Throughout the last six decades we have pioneered new ways of looking at mental health and how to improve the lives of people experiencing mental illness.

Our Vision

Our vision is of a mentally healthy world, free from the suffering caused by mental illness.

Our Mission

Our mission is to help people survive, recover from and prevent mental health problems.

Our History

The Mental Health Research Fund (later known as the Mental Health Foundation) was set up in 1949 by a group of people who were dismayed by the lack of research funding for research into mental health problems. They set up the Fund to provide grants for research and development projects. From the outset, the organisation adopted an integrated approach to mental health, bringing together professionals from a range of disciplines that recognised that mental health was influenced by a combination of both social and biological factors. During the 1950s and 1960s the Mental Health Foundation not only established itself as a key funder for research work, but also began to influence Government policy on mental health. This was the start of a model which remains at the heart of our work today. We use our research to make policy recommendations and to change the way services are delivered.

How does the Mental Health Foundation work?

- We research the best ways of tackling mental health problems.
- We turn our research into simple, positive, practical approaches that anyone can take.
- We work with mental health professionals to improve the way people are treated and cared for.
- We campaign to change the way that mental health is viewed in our communities and society through high profile media campaigns and lobbying Government for change.
- We develop simple ways for everyone to look after their own mental health and prevent mental health problems.
- We reach millions of people across the UK each year with our information.
- There is a need for more mental health research, better mental health services, more information, more understanding, and consequently, more funding and so the need for the Mental Health Foundation keeps on growing.

The Mental Health Foundation incorporates the Foundation for People with Learning Disabilities.



'Right Here' is a joint special initiative between Paul Hamlyn Foundation (www.phf.org.uk) and the Mental Health Foundation (www.mhf.org.uk). Working with four projects in Newham (East London), Brighton and Hove, Rural Fermanagh and Sheffield, 'Right Here' aims to develop new ways of working to address the mental health needs of young people aged 16 – 25. See www.right-here.org.uk for a full description of the initiative.

The Innovation Labs Project is a partnership between Right Here (Paul Hamlyn Foundation and the Mental Health Foundation), Comic Relief and Nominet Trust). The aim of this UK-wide project is to work with young people aged 16-25, technology experts and mental health professionals to explore how technology can help young people look after their mental health and come up with new solutions. See www.innovationlabs.org.uk for further information.

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Benefits

Pension

The Mental Health Foundation considers it is important to encourage people to save for their retirement and as such provides staff (after successful completion of a probation period) with a 10% pension contribution paid into an Age on Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available. Staff will also receive death in service life cover at four times salary.

Annual leave

Staff receive 25 days annual leave plus bank holidays.

Maternity/parental leave

Enhanced maternity/parenthood leave entitlements are in place, including extended maternity leave and benefits. (Available after a qualifying period).

Flexible working/work life balance

The right to request flexible working is available to all employees. There are a number of different flexible working arrangements available throughout the organisation, which can be arranged by mutual consent.

Child Care Vouchers

This is a flexible way to meet the costs of your childcare. Part of your salary can be given up or 'sacrificed' in exchange for Childcare Vouchers. Within specified limits, these vouchers are non-taxable and exempt from National Insurance contributions and therefore present a saving for employees who receive them as part of their total employment package. The Childcare Vouchers received are then exchanged, in whole or part, for the approved and registered childcare services you use.

Sickness/absence

The Foundation is required to make statutory sickness payments (SSP) where staff qualify. We also have our own sick pay scheme, including full pay for a period subject to certain conditions.

Employee Assistance Service

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members the Foundation provides a 24:7 independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan - Interest free loans are available to purchase season tickets for the journey between home and work.

How to apply

To apply please send a completed application form by **10am on Monday 19th November 2012**
to: vacancies@mhf.org.uk

No recruitment agencies please.

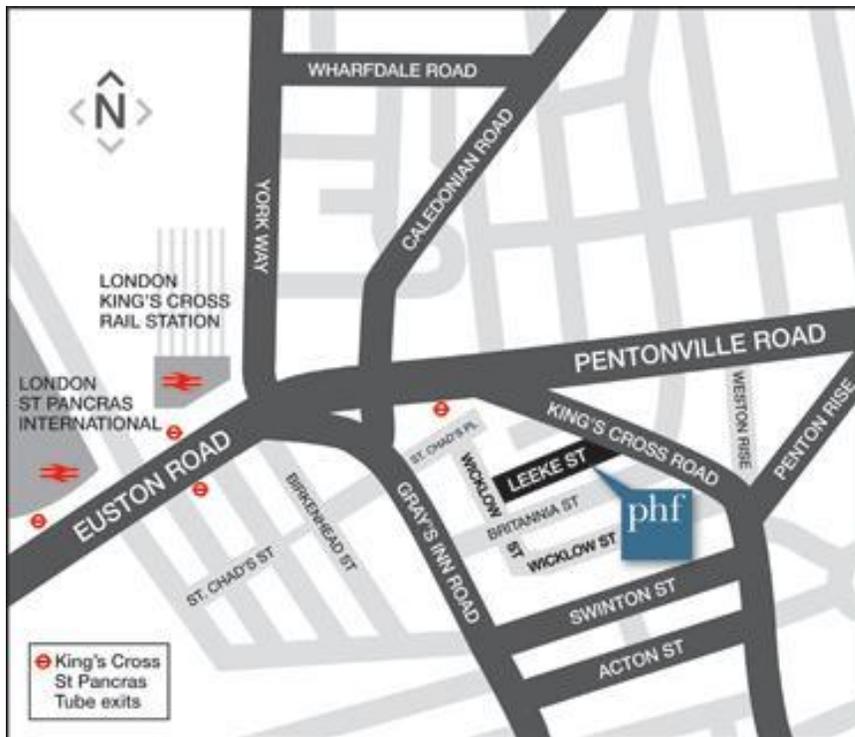
The selection process

Shortlisted candidates will be invited to interview on **Thursday 29th November 2012**.

Location

Interviews will be held at **Paul Hamlyn Foundation** at which the post will be based:

Paul Hamlyn Foundation
5-11 Leeke Street
London WC1X 9HY



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Job Description

Job title	Right Here Young People Participation Coordinator
Reporting to	Right Here Communications and Involvement Manager
Department / team	Children & Young People's Programme
Job location	Paul Hamlyn Foundation / 5–11 Leeke Street, London WC1X 9HY
Hours	22.5 per week
Salary	£18,416 per annum pro rata
Contract length	12 months

Purpose of post

To support the successful delivery of:

- Right Here's youth participation strategy.
- The Innovation Labs Project's youth participation strategy

Duties and responsibilities

Main responsibilities

Right Here Champions:

- To ensure regular communication with Right Here Young Champions nationally.
- To provide administrative support for RH Participation, facilitating and ensuring the smooth running of events and meetings involving Right Here Champions.
- To ensure the Champions are prepared and trained in advance of events and meetings.

Innovation Labs Project Team:

- To ensure regular communication with Innovation Labs Project Team members at national level.
- To provide administrative support for Innovation Labs Participation, facilitating and ensuring the smooth running of events and meetings involving Innovation Labs Project Team young people.

- To provide administrative support to the coordination of the 'Doc Ready' product development partnership with Right Here Brighton and Hove.

Safeguarding

To ensure that the young people involved in Right Here and the Innovation Labs are safeguarded according to Right Here's safeguarding policies.

Tasks & responsibilities

Right here Champions:

- Liaising with Right Here Young Champions in between meetings, communicating necessary information in an accessible and timely way, through the Champions' Facebook page.
- Supporting the Right Here Young Champions to generate and become involved in influencing activities for the benefit of the initiative and other young people.
- Working with the Right Here Projects' Participation Leads, to help support the involvement of young people within the local projects and nationally.
- Support the Right Here Communications and Involvement Manager in inducting new Right Here Young Champions and help review and update the Induction Pack, as necessary.
- Attending meetings of the Right Here Steering Group and Project Team and other relevant meetings, as necessary.
- Coordinating the annual Champions's meetings with young people.
- Arranging and booking venues, travel and accommodation for Champions' annual meetings and other events involving Champions.
- Completing expense claim forms for Champions and arranging petty cash and reimbursements

Innovation Labs Project:

- Ensuring regular communication with Innovation Labs Project Team members at national level and involving them in the decision-making process around the Innovation Labs funding and development programme.
- Re-connecting with young people who attended the Innovation Labs to update them & see if they want to help in developing any of the 8 ideas or sit on the Project Board.
- Ongoing support to young people on the Project Board (which will meet quarterly) helping to arrange travel & accommodation and reimbursing expenses.

- Providing administrative support for Innovation Labs participation, facilitating and ensuring the smooth running of events and meetings involving Innovation Labs Project Team young people.
- Ensuring young people on the Innovation Labs Project team are involved in the grant-making tendering, shortlisting, selection and monitoring and evaluation processes.
- Maintaining the Innovation Labs Facebook page and Twitter account.

In addition the post-holder will be expected to:

1. Undertake work with high regard to the Mental Health Foundation/Right Here policies and procedures.
2. Carry out the responsibilities of the post with regard to the Mental Health Foundation's equal opportunities policy.
3. Contribute to work on other communication and youth involvement activities as may be required to achieve the overall objectives of Right Here, by agreement with the Communications and Involvement Manager.

This job description is not contractual and is liable to change over time

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Person Specification

Experience

- At least one year's experience of youth or participation work with young people E
- Experience of working with people with mental health issues D

Knowledge

- Understanding of and interest in issues relating to the mental health of young adults (16 – 25 year olds) E
- Understanding of diversity and equal opportunities E
- Understanding of safeguarding policies and procedures D

Skills

- Good written and oral communication skills, with the ability to communicate with young adults E
- Good team worker E
- An organised and methodical approach to work: able to plan ahead, manage time efficiently prioritise and meet deadlines E
- Attention to detail E
- Good IT skills, including word processing, spreadsheets E
- Numerical accuracy E

Personal Qualities

- Sympathy with the values and aims of the Mental Health Foundation and Right Here E
- Able to empathise with and relate to young people from a variety of backgrounds E
- Ability to deal with sensitive issues, including personal stories and confidential information E
- Open-minded E
- Committed to empowering young people E
- Efficient E
- Adaptable E

Qualifications

- 5 GCSE's or equivalent D

E = essential D = desirable