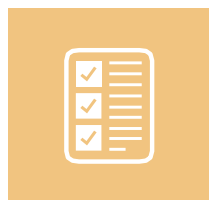


Head of Northern Ireland



Permanent
Full-time
Location - Belfast



Thank you for your interest in joining the superb team at the Mental Health Foundation.

This is a fantastic opportunity to join a growing organisation with an urgent and vital mission of prevention and promotion in mental health. For 70 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we have huge opportunities to make strides towards our vision of good mental health for all.

To achieve that vision, we are embarking on our next chapter with a new strategy for 2020-2025. We have the financial resources to achieve a transformation in our reach and impact. To do that, we need to build an organisation that lives its values and has a strong and diverse team that is dynamic, energetic and committed to working together.

We work to manage and prevent mental health problems. More resources are being dedicated to services and treatment which we welcome but the prevention of poor mental health now stands as one of the defining social issues of our time.

There is much more to do, and we are looking for an exceptional Head of Northern Ireland to enable the Mental Health Foundation to be the most effective it can be.

In this document we present information about the Foundation and about this vital role. If you are up for the challenge, I hope you will get in touch.

Kind Regards



Mark Rowland, CEO





WHO WE ARE

Our vision is good mental health for all. The Mental Health Foundation works to prevent mental health problems. We will drive change towards a mentally healthy society for all, and support communities, families and individuals to live mentally healthier lives, with a particular focus on those at greatest risk. The Foundation is the home of Mental Health Awareness Week.

Making Prevention Happen

Since 1949, the Mental Health Foundation has been the UK's leading charity for everyone's mental health. With prevention at the heart of what we do, we aim to find and address the sources of mental health problems so that people and communities can thrive.

The Foundation aims to promote good mental health for all through research, policy, innovation, and campaigning.

Our approach:

Tell the world

We publish studies and reports on what protects mental health and the causes of poor mental health and how to tackle them.

Find solutions

We test and evaluate the best approaches to improving mental health in communities and then roll them out as widely as possible.

Inform and empower

We give advice to millions of people on mental health. We are most well-known for running Mental Health Awareness Week across the UK each year.

Change policy and practice

We propose solutions and campaign for change to address the underlying cause of poor mental health.



ABOUT THE ROLE

Place of work:	Belfast (with travel to London and Scotland as required)
Grade:	Grade B Level 2 points 5-8
Salary:	Starting at £48,000 rising to £54,000
Contract type:	Permanent
Hours:	35 hours
Department:	Scotland and Northern Ireland
Reports to:	Director of Scotland and Northern Ireland
Responsible for:	All Northern Ireland staff and volunteers
Budget responsibility:	TBC

Job purpose

The Head of Northern Ireland will work with the Director and Associate Director (Scotland and NI) to develop a Northern Ireland (NI) office and establish a strategy and implementation plan focused upon public mental health. The post holder will establish our presence in NI and identify our priorities to achieve greatest impact. You will then develop a strategy and operating model, working in collaboration with senior colleagues in the Directorate for research, policy, programmes and communications. The role will establish new strategic partnerships to maximise the Foundation's impact, ensuring the work is built on evidence and informed by lived experience and the post holder will be an ambassador for the Foundation in the media and with strategic partners. You will play a strategic role as a senior member of the Scotland and Northern Ireland Directorate team and of the UK leadership team.



JOB DESCRIPTION

Strategic responsibilities

- Work with the Director and Associate Director (Scotland & NI) to develop a strategy and implementation plan for prevention and equalities in NI – spending 6 months developing this prior to implementation.
- Establish, lead and develop the NI operating model.
- Support development of a portfolio of high impact programmes (with the Associate Director).
- Help establish a portfolio of research studies (with Associate Director).
- Support a NI communications strategy (with the Head of Communications and Fundraising).
- Support a NI policy strategy (with the Head of Evidence and Policy)
- Undertake high level networking and representation at events and forums.
- Be responsible for performance management, review and reporting of workstreams.

Managerial responsibilities

- To oversee recruitment and management of NI staff, consultants and volunteers.
- Provide regular 1:1 supervision for reports including appraisals, team building and training.
- Establish and oversee safe practices, supportive working environment and safeguarding.
- To lead staff meetings, team development and general staff welfare.

Corporate responsibilities

- To work with the Senior Grants and Finance Manager to identify future funding opportunities and risks, to manage budgets effectively, and to ensure reporting to funders is exemplary.
- Work effectively with Directorate colleagues to ensure that our communications, policy, research and programmes are integrated and enhance one another.
- Lead on Directorate level projects in line with the skills and experience that you bring to the Foundation.
- To be an integral part of the Foundation's wider Leadership Team and to contribute to the wider development of the Foundation strategy.

Operational

Finance responsibilities:

- To lead and be responsible for the administration of the NI office which includes financial oversight, contracts, procedures, HR processes, health and safety and safeguarding.
- To be responsible for the budgets for the NI branch, to reforecast quarterly and set annual budgets.

- To ensure that accurate records are kept on all programme work, financial commitments authorised and regular budget monitoring takes place.

Office:

- To oversee all IT and office needs for staff including office equipment, rental agreements and partner working using the office space.
- To work within the Foundation's operational framework of delegated authorities, financial management and decision making and ensure all staff understand these.
- To develop administration processes that work for the NI team and the central administration teams in London, e.g. Duty Officer Roles.
- To lead the NI office mindful of confidentiality and GDPR government guidelines.

Programmes:

- To design and deliver NI implementation plan in line with the Foundation's 'prevention' strategy.
- To ensure effective project management.
- To be responsible for overseeing service level agreements and contracts between partners and consultants and to hold these partners to account.
- To ensure reporting requirements to funders are met and projects stay on course, time and budget.
- Oversee evaluation of projects to ensure that programme developments are evidence informed.

Research and Evaluation Oversight:

- To oversee the management of and design of research projects in NI with partners and funding in line with the Foundation's prevention strategy, ensuring that these meet ethical standards.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To act as a positive ambassador for the Foundation in all opportunities.
- To maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with the foundation's code of conduct.
- To uphold and promote the foundation's commitment to equality and diversity and the value of lived experience.
- To have due regard to safeguarding and health and safety issues.
- To undertake any other duties as may reasonably be required.

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



PERSON SPECIFICATION

	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none">• Evidenced understanding of public health and mental health• Demonstrable understanding of health and social inequalities, and their causes• Clear understanding of the social and political context of Northern Ireland	<ul style="list-style-type: none">• Relevant postgraduate qualification and/or specialist professional training in a related field
Skills and abilities	<ul style="list-style-type: none">• Proven ability to communicate clearly and persuasively, to individuals, partners, and media• Evidenced ability to collaborate effectively with senior stakeholders• Demonstrable ability to develop and operationalise strategy and achieve goals• Evidenced ability to manage budgets• Proven ability to develop grant proposals	<ul style="list-style-type: none">• Evidenced ability to successfully challenge the status quo and effect change
Experience	<ul style="list-style-type: none">• Demonstrable experience of building purposeful partnerships with public, charity and/or academic sectors• Proven experience of managing a team effectively and supportively• Demonstrable experience and credibility in at least one of the following fields: research, policy or	<ul style="list-style-type: none">• Experience of community engagement and co-production processes

	practice	
MHF requirements	<ul style="list-style-type: none">• A commitment to working in accordance with the Foundation's values and essential principles as laid out in the Foundation's strategy.• Committed to equality, diversity and inclusivity, as well as the Foundation's aims.• Self-sufficient in the use of information and communications technology.• Ability to self-manage a full and varied workload.	

Competencies for working at the Mental Health Foundation

We expect all employees to be able to use these competences to a high level in their roles.

During the recruitment process, at interview stage, we look for evidence of all these competencies.

- Expertise, knowledge and analysis
- Communication, influencing and promotion
- Relationships and partnership working
- Service focused
- Business aware
- Strategic thinking and decision making
- Leadership
- Adaptability and personal responsibility
- Innovative and creative
- Committed to personal development