



Programme Manager  
(Becoming a Man)



Fixed term  
Full-time  
Location - London



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 Programme Manager (Becoming a Man) 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

<b>Place of work:</b>	London SE1 with willingness to travel across the UK and wider on occasion
<b>Grade:</b>	Grade B, Level 1, points 1-4
<b>Salary:</b>	Starting at £40,000 rising to £46,000 plus £3,285 London weighting
<b>Contract type:</b>	Fixed term to August 2023
<b>Hours:</b>	35
<b>Department:</b>	Families, Children & Young People focus / Programmes Division / Research, Policy and Programmes Department
<b>Reports to:</b>	Associate Director of Programmes
<b>Responsible for:</b>	Relevant Project Staff, freelancers, volunteers, and interns
<b>Budget responsibility:</b>	£1.5m across a 3-year programme

### Job purpose:

- To manage the BAM Programme of work and support future strategic growth within MHF's Programmes Division (England) as agreed with the Associate Director of Programmes and the Director of England and Wales.
- To work with individual school-based BAM project teams to devise, develop and test evidence-based school specific models and approaches that will drive improvements in mental health for population groups, ensuring that best practice in evidence-based working is followed.
- To manage the engagement and delivery of outside agencies and partner organisations in support of BAM implementation and development.
- To work with external affairs colleagues, and partners where relevant, to help tell a persuasive story of the development and delivery of BAM and related MHF projects for the public, media, and supporters in a variety of media.



## JOB DESCRIPTION

### Strategic

- To take a leadership role, in developing, managing, and ensuring the effective delivery of agreed work programmes within the Foundation in line with the Strategic and Operational objectives and in partnership with colleagues across the Foundation and national offices, specifically focused on work with families, children and young people.
- To facilitate collaborative working relationships with a range of individuals and organisations to support the Foundation's commitment to co-production and to ensuring that programme development is informed by the views and experiences of people with lived experience.
- To support the Associate Director of Programmes and the Director of England and Wales to identify opportunities for new areas of work and to develop and submit proposals for funding that serve the Foundation's mission and generate income; including taking the lead where needed and working collaboratively with the Grants team to commissioning and funding opportunities for BAM.
- To support the Associate Director of Programmes to contribute to the overall development of the Foundation's operational plan in England.
- To support the Associate Director to translate MHF's overall strategy and operational plan into the delivery and development of BAM.
- To leverage the learning, ethos, and strategic framework of BAM in support of MHF's wider strategy and operational plan.
- To initiate and develop external relationships and to promote the Foundation's messages with key influential stakeholders in their area of work.
- To align the strategies of key stakeholders (borough councils, schools, community partners, funders, licensing partner, and MHF) with that of BAM and the young people it seeks to support.
- To ensure that best practice in evidence informed/based working is adhered to within individual projects from initial planning and development through to delivery and evaluation.
- To manage the evaluation activities of evaluation partners.

- To establish relationships with individuals and organisations, and work with the Associate Director of Programmes, to seek out opportunities to take BAM projects from initial development and testing through to scale.
- To represent the Foundation at events and conferences and within external working groups and coalitions, and to support Foundation colleagues in fulfilling this role in relation to key areas of specialism as required.
- To make an effective contribution to the Foundation, contributing to the maintenance and improvement of skills, knowledge, policies, and practices ensuring that that learning is applied and developed as new projects are conceived and implemented.

### **Managerial and Corporate**

- To support the Associate Director of Programmes and the Director of England and Wales to prepare the programme's annual budget and contribute to the Development Programmes operational plan.
- To support the recruitment of and to manage project staff, including regular 1:1 supervision, coaching, appraisal, team building, training, and development.
- To work within the Foundation's operational framework of delegated authorities, financial management and decision making.
- To identify opportunities to recruit and manage associates, interns, and volunteers.
- To line manage a team of BAM Counsellors and project managers, consultants and agencies within the Programme area agreed with the Programme Lead for FCYP and take positive steps to build team cohesion such as through regular team meetings.
- To take responsibility for budgeting and working with the Finance team on management account reporting as budget holder in their areas of responsibility.
- To support Counsellors in the management of their school project budgets.
- To take responsibility for working with human resources where needed on recruitment, performance management, staff wellbeing and appraisal processes in relation to their team.

### **Operational**

- To deliver the agreed outcomes in the department's operational plan.
- To align BAM with delivery of the agreed outcomes in the department's operational plan and contribute to the annual strategic planning processes.

- To ensure that Foundation policies and processes are followed in relation to project management, including keeping accurate records, authorising financial commitments, and ensuring regular monitoring of budgets.
- To ensure effective project management within agreed work programme.
- To support individual Project Managers in ensuring effective partnership working and to work alongside the Associate Director of Programmes to resolve any difficulties or challenges that may arise in partner relationships.
- To support the Associate Director of Programmes and the Grants team to ensure that reporting requirements to funders are met and projects within their area of responsibility stay on course, time, and budget.
- To ensure BAM's Advisory Council is kept apprised of delivery across locations and that recommendations from the Council are considered and implemented where appropriate.
- To act as the Designated Safeguarding Lead across schools ensuring the delivery team is appropriately trained and participant's needs continually safeguarded.

### **Communication/Liaison**

- To support the creation of communities of interest that can ensure that the work of the Foundation is informed by practice and lived experience.
- To ensure colleagues and senior managers are kept up to date with progress and developments including sharing best practice and learning across departmental boundaries.
- To act as a positive ambassador for the Foundation in all opportunities, including through presentations, teaching, media engagements and partnerships.
- To work with external affairs colleagues to help tell a persuasive story of the development and delivery of projects for the public, media, and supporters in a variety of media.
- To effectively communicate the results of work to external and internal audiences, ensuring that these have impact and move our strategy and knowledge forward.
- To contribute to groups working on issues which cross departmental boundaries.
- To manage MHF's reputational risk in delivering in a high-profile area of work – youth violence, race and cultural diversity, social deprivation, mental health.
- Where disclosures are made, or safeguarding incidents occur; to communicate concisely with relevant internal and external entities to ensure the situation is dealt with appropriately and efficiently mitigating risk the child and MHF.

### **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 and to provide leadership on these issues within agreed work programme.
- To act on behalf of the Programme Lead for FCYP when they are unavailable and within agreed delegated authority.
- 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
<b>Knowledge and qualifications</b>	<ul style="list-style-type: none"><li>• Demonstrable experience in a relevant field such as mental health, youth work, education, etc</li><li>• Proven knowledge of the determinants of good mental health and the risk factors of poor mental health throughout the lifespan with a focus on families, children, and young people</li><li>• Demonstrable knowledge of co-production methods and approaches</li></ul>	<ul style="list-style-type: none"><li>• Educated to postgraduate degree level in a relevant field, such as mental health, youth work, education, etc</li><li>• Knowledge of health and social care services, public health, and local government bodies</li><li>• Knowledge of national and local government strategies relevant to mental health prevention</li><li>• Knowledge of evidence-based methodology and practice</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• A proven track record of managing complex projects across multiple sites and with multiple delivery partners</li><li>• Proven experience of managing project staff</li><li>• Good experience of supporting budget development and management</li><li>• Demonstrable experience of successfully delivering projects in a relevant field</li><li>• Demonstrable experience of supporting the development of funding applications and the reporting of progress to funders</li></ul>	<ul style="list-style-type: none"><li>• A recognised project management qualification equivalent to Prince2 Practitioner, or PMP</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Personal lived experience of the issues encountered by the young people participating in <a href="#">BAM</a>, and of using this to inform professional practice (or considerable experience and credibility in this field)</li><li>• Strong planning and organisational skills</li></ul>	<ul style="list-style-type: none"><li>• Experience creating project budgets</li><li>• Previous experience with public-speaking or representing a programme/project/organisation at conferences</li></ul>

	<p>including project planning, costing, prioritisation, and time management</p> <ul style="list-style-type: none"> <li>• Demonstrable project management skills to motivate, guide and develop project staff and volunteers to achieve high performance in line with operational goals and priorities</li> <li>• Proven ability to manage budgets</li> <li>• Strong intellectual and critical analysis skills</li> <li>• Demonstrable relationship development and management skills with a wide range of funders, stakeholders, and partners</li> <li>• Proven ability to manage and resolve potential challenges or conflicts with partners in a professional and positive manner.</li> <li>• Evidenced ambassadorial skills to represent the Foundation.</li> <li>• Demonstrable ability to create innovative solutions that are evidence based and practice and lived experience informed.</li> </ul>	
<p><b>MHF requirements</b></p>	<ul style="list-style-type: none"> <li>• A commitment to working in accordance with the Foundation's values and essential principles as laid out in the Foundation's strategy.</li> <li>• Committed to equality, diversity and inclusivity, as well as the Foundation's aims.</li> <li>• Self-sufficient in the use of information and communications technology.</li> <li>• Ability to self-manage a full and varied workload.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

## **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