



Mental Health
Foundation

Mental Health Foundation

Job Description & Person Specification

Project Manager

(ACE's Resilience Project)

January 2019

About the Mental Health Foundation

Our vision is a world with good mental health for all.

Our mission is to help people to thrive through understanding, protecting and sustaining their mental health.

Our values are set out in terms of our broad social values, which underpin our mission, and our business values that govern the way in which we aim to work. Our core values are:

- knowledgeable
- passionate
- practical
- courageous
- innovative.

The Mental Health Foundation is the UK's 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.

- We deliver and run groundbreaking mental health programmes, giving us the expertise to share what works.
- We help by offering straightforward information and tools for everyone.
- We produce authoritative reports and evidence used by government and the media.
- We influence policymakers and advocate for change.

www.mentalhealth.org.uk

www.twitter.com/mentalhealth

www.facebook.com/mentalhealthfoundation

www.instagram.com/mentalhealthfoundation

Employment benefits

Pension (non-contributory)

The Mental Health Foundation considers it is important to encourage people to save for their retirement and as such provides staff with a 5% contribution as part of auto-enrolment from three

months service. After successful completion of a probation period this contribution increases to 10% non-contributory.

Employee assistance programme

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 an independent and confidential counselling and information telephone service. Support is available on a range of issues including legal, financial, emotional, health issues and work-related concerns.

Wellbeing days

Staff may take up to three days per annum for their personal mental health needs.

Annual leave

Staff receive 25 days annual leave plus bank holidays, rising to 27 days after five years' service.

Christmas leave

Staff will receive an additional three days leave at Christmas when the office closes between Christmas Day and re-opens after New Year's Day. This is in addition to the annual leave entitlement.

Life assurance scheme

Staff will receive death-in-service life cover at four times their annual salary.

Childcare vouchers

This is a flexible way to meet the costs of your childcare. These vouchers are non-taxable and exempt from National Insurance contributions and therefore present a saving for employees.

Also available following a qualifying period...

Family friendly leave

Enhanced maternity pay is in place of six weeks full pay, 20 weeks half pay + SMP, and 26 weeks at SMP only.

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.

Season ticket loan

Interest free loans are available to purchase season tickets for the journey between home and

work.

Cycle to work scheme

The Cycle to Work scheme is a UK Government tax exemption initiative introduced to promote healthier journeys to work and to reduce environmental pollution. Employees will be able to purchase a bike of a value of up to £1,111 tax free.

How to apply

To apply please send your completed application form and an equal opportunity monitoring form to vacancies@mentalhealth.org.uk by 12.00 noon on 28th January 2019.

The selection process

Shortlisted candidates will be invited to interview on 4th February 2019. We regret that we are unable to contact all applicants, you will be notified if you are required for interview.

Please note that all MHF roles are subject to a DBS check and suitable references.

Location

The interview will be held at the Mental Health Foundation offices in Cardiff:

Mental Health Foundation Workbench, 15 Neptune Court, Cardiff, CF24 5PJ

Job description

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|------------------------|---|
| Job title | Project Manager for an Adverse Childhood Experiences (ACE's) Resilience Project |
| Reporting to | Programme Lead (Wales) |
| Directorate | Wales (Wales Office) |
| Hours | Part Time – 21 hours per week |
| Salary | £33,143 pro-rated |
| Contract length | 18 months in the first instance, fixed term |
| Location | Mental Health Foundation, Workbench, 15 Neptune Court, Cardiff, CF24 5PJ |

Main purpose of the job

- ✦ To co-produce, design, develop and co-manage a 18 month to 2 year project to increase resilience and awareness in the staff surrounding children and young people (CYP: 0-18) across Cardiff and Vale through peer support, appropriate intervening and signposting.
- ✦ To build capacity with the CYP workforce and the school community to be able support emotional wellbeing (specifically with ACE's and attachment challenges).
- ✦ To assist in integrating emotional and mental health in CYP existing services.
- ✦ To become an expert in local signposting.
- ✦ To co-produce early ACE's intervention and training for the region.
- ✦ To assist the Research and Evaluation Officer in evaluation for this project.
- ✦ To line manage up to ten ACE's resilience workers and other project staff.
- ✦ To maintain effective links between the project and the Foundation, to ensure effective corporate working.

Principal tasks and responsibilities:

Operational

- Work with the MHF's Programme Lead in the design, delivery and management of the ACE's Resilience Project in Cardiff and the Vale.
- Liaise closely with all partners (education, health and social care) and the ACE's Resilience Project Clinical Lead using co-production principles in order to maintain the working agreement.
- To ensure that the ACE's resilience project does not duplicate existing CYP services.
- Co-produce awareness and resilience workshops for all staff surrounding CYP.
- Help supervise, line manage and establish the clinical supervision for ten ACE's resilience workers and other project staff who will be working in the school clusters across the region with the Clinical Psychologist.

- Set up and lead project management/partner meetings including key stakeholders.
- Actively recruit and train suitable volunteers from the community and elsewhere who can assume responsibility for sustaining of peer groups once the Foundation withdraws.
- To work alongside the Research and Evaluation Officer (Wales) to help collect data and contribute to the impact report.
- Become an expert in local signposting for 0-18 year olds with the possible creation of an online website to capture the resources, signposting and learning.
- To set up peer-support groups and to train peers to ensure sustainability of the project.
- To observe confidentiality in all matters relating to group participants consistent with organisational policies and legislation.
- To keep up to date with new evidence and information about effective self-help and coping strategies for CYP, and to share this as appropriate.
- Participate and share information about the project with the Advisory Group, MHF, policy makers and other stakeholders.

General

- Promote and support the achievement of the MHF's corporate goals and values.
- Act as a positive ambassador for MHF in all opportunities.
- 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, safeguarding policies, and other relevant organisational policies.
- Uphold and promote the Foundation's commitment to equality and diversity and the value of lived experience.
- If you're working at a desk (i.e. having access to a phone line, monitoring an inbox or social media account), you may be in contact with distressed people via the phone or social media and you will be offered training for that.
- Undertake any other duties as may reasonably be required.

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

Person Specification: Project Manager

Essential

Skills and Abilities

- ✦ Excellent project management skills including budget management
- ✦ Demonstratable people management skills.
- ✦ Excellent verbal and written communication skills including use of IT.
- ✦ Ability to work flexibly, independently and unsupervised.

Experience

- ✦ Experience of partnership working
- ✦ Experience of working with CYP and their families with mental health issues.
- ✦ Experience of project design, development and management including managing and supervising staff

Knowledge

- ✦ Broad and in depth understanding of and interest in issues relating to CYP mental health issues, ACE's, attachment, development trauma/interruptions, resilience and family impact.
- ✦ Understanding of diversity and equal opportunities
- ✦ Understanding of self-help approaches and empowerment in mental health
- ✦ Understanding of safeguarding issues
- ✦ Understanding of co-production and peer support
- ✦ Understanding and previous experience of project management, including budgeting and project sustainability
- ✦ Understanding and previous experience of project evaluations

Personal Qualities

- ✦ Excellent personal organization and reliability
- ✦ Able to demonstrate a commitment to personal reflection and learning in relation to work
- ✦ Empathy with the aims of the Foundation
- ✦ Natural team player and able to build a positive team
- ✦ Willing to take direction
- ✦ Values diversity and shows commitment to equality of opportunity.
- ✦ Values health and safety and shows a commitment to ensuring a safe working environment

Qualifications

- ✦ Relevant health or social work qualification plus further training in relevant CYP related mental health qualifications or further study.
- ✦ Current registration with HCPC

Desirable

Skills and Abilities

- ✦ Ability to develop, inform and sustain professional relationships, partnerships and networks
- ✦ Ability to work in collaboration with CYP, family, carers and other staff/services involved in their support
- ✦ Public speaking skills and the ability to lead & participate in workshops, seminars and other learning or promotion events
- ✦ Experience in developing training from scratch
- ✦ Experience in building workforce capacity using peer support
- ✦ Welsh speaker

Experience

- ✦ Experience of working with CYP in different settings and in different leadership roles
- ✦ Experience of working with CYP and their mental health difficulties in primary care

Knowledge

- ✦ Understanding of ACE's impact including trauma informed work from ages 0-18
- ✦ Understanding the importance of early relationships and brain development
- ✦ Understanding of policy related to this topic

Requirements for all roles at the Foundation

- ✦ Willingness to work flexibly to meet the reasonable needs of the foundation
- ✦ Commitment to working in accordance with the foundation's values
- ✦ Prepared on occasions to work unsocial hours
- ✦ Self-sufficient in 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.