



**Project Managers
(children, families &
young people team and
adult team)**



Fixed term: 3 years
Full time or 0.8 FTE
Location: Glasgow



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 Project Manager to support 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:	McLellan Works, 274 Sauchiehall Street, Glasgow G2 3EH
Grade:	Grade C, level 2, points 5-8
Salary:	Starting at £35,143 rising to £39,000
Contract type:	Fixed Term for 3 years
Hours:	35 hours per week (full time) or 28 hours (0.8 FTE)
Directorate	Scotland
Department:	Programmes (children families and young people team and adult team)
Reports to:	Programme Manager
Responsible for:	Project officers, consultants, volunteers & students
Budget responsibility:	Project specific activity

Job purpose:

These rewarding new roles have been created to develop and manage projects that will enhance the Foundation's mission to prevent mental health problems amongst vulnerable groups in our community. Specifically they will support the implementation of the Foundation's Covid Response Programme (CRP). CRP is a £2m UK-wide investment that aims to support and protect the mental health of at-risk communities in response to the COVID-19 pandemic. In partnership with organisations and charities across the UK, the Covid Response Programme will help deliver practical mental health support to people whose experience of inequalities before and during the pandemic has left them most in need of support. Our priority groups include working with people across the lifespan:

- who are living with long term health conditions
- who are lone parents/in lone parent families
- from Black and minority ethnic communities
- who are refugees.

You will implement CRP projects and work closely with the Programme Manager in the respective team (children, young people and families or adult team) to develop new and innovative areas of work that focus on the prevention of mental health problems.



JOB DESCRIPTION

- Work closely with partner organisations, develop relationships and contribute to multi agency working groups to establish the Foundation's influence in mental health promotion and prevention
- Implement new projects, within an initial focus on the Covid Response Programme, that utilises a capacity building model and support innovation in the development of sustainable and scaleable models of practice.
- Ensure all projects have agreed outcomes, clear workplans and that reporting mechanisms are fulfilled.
- Work closely with Programme Manager and Grants Manager to identify new project and partnership opportunities including the submission of funding proposals.
- Work with the Communications Team, to share learning via the website, social media, news media and at learning events.
- Collaborate with the Policy Team to disseminate project successes and outputs to wider policy networks, and to inform messaging to government and other political representatives.
- Work with the Research Team and consultants to ensure effective evaluation of projects including production of reports and publications.
- Work collaboratively with colleagues within the Foundation, key partners and those with lived experience of mental health problems and/or wider inequalities to enhance the voice and interests of those living with mental health problems or at higher risk of developing them.
- To engage and fully participate in Foundation processes including regular supervision, appraisal processes and review of workplan and role.

General

- To promote and support the achievement of the Foundation's mission, goals and values
- To support the strategic aim of Find Solutions and the aligned Strategic Goals to sustainably grow mental health programmes and establish and expand programmes for those most at risk.
- 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, diversity and inclusion, 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">• Relevant degree or equivalent relevant experience (e.g. social work, health & social care, psychology, Community Development).• Evidenced understanding of risk and protective factors that impact on mental health and wellbeing.• Demonstrable knowledge of peer support approaches and empowerment.• Demonstrable knowledge of co-production, peer support/education and self-management models.• Evidenced understanding of safeguarding issues, equality, diversity & inclusion• Demonstrable knowledge of mental health promotion and prevention• Proven knowledge of social inequalities and their impact on mental health and wellbeing	<ul style="list-style-type: none">• Knowledge of organisational change theory and methods for capacity building.• Understanding of a community development approach
Skills and abilities	<ul style="list-style-type: none">• Proven project management skills, including workplanning, budgeting and project sustainability• Strong communication skills with the ability to convey concepts to a range of audiences and to build relationships with a variety of stakeholders• Ability to develop, inform and sustain professional relationships, partnerships and networks• Proven ability to engage with communities and the wider workforce that support them	<ul style="list-style-type: none">• Ability to think strategically to enable financial sustainability of the programme.• Ability to creatively engage groups and communities.• Training and group facilitation skills

	<ul style="list-style-type: none"> • A strong team player with a positive and energetic approach able to work in a dynamic environment • Proven planning and organisational skills, able to work to own initiative 	
Experience	<ul style="list-style-type: none"> • Demonstrable relevant experience of project development and/or management • Evidenced experience of managing and supervising staff or volunteers • Demonstrable experience of working proactively to engage internal and external stakeholders • Proven track record of engaging with people who experience inequalities. • Experience of building community and/or organisational capacity • Empowering community members and amplifying less-heard voices 	<ul style="list-style-type: none"> • Demonstrable experience of managing budgets and maintain accurate accounts. • Experience or understanding of project evaluation processes • Experience of applying safeguarding and child protection policies and processes. • Research and evaluation experience
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. 	<ul style="list-style-type: none"> • N/A

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