Mental Health Foundation
Job Description & Person Specification

Public Mental Health Programme Lead for Wales
April 2017
Dear Applicant

We are a leading UK charity in the field of mental health. For 65 years we have been the source of fresh thinking about mental illness, learning disability and wellbeing. We have always drawn on the expertise of professionals and academics, and led the way in recognising the knowledge and insights of people with lived experience of these issues. We were one of the first organisations to talk about public mental health and to promote its importance.

The Foundation runs focused research and delivery programmes, aimed at identifying solutions to share more widely. We base our work on evidence. Where evidence is lacking we research, pilot and evaluate fresh approaches. We are discerning and passionate at the same time in our quest for answers and impact.

Thanks to the support of our donors, funders and benefactors, we are independent. This gives us the freedom to speak truth to power. We are prepared to take a stand on issues that may be unrecognised or unpopular, wherever we know that the case for change is strong.

We believe in the fundamental right to effective healthcare and support for people experiencing mental ill health or learning disability and in their right to be heard and treated without discrimination or stigma in all aspects of their lives.

We provide reliable clear information that helps everyone to understand how to support their own mental and emotional well-being; to help the people they care about to do the same; and to take steps as active citizens to ensure that their community and our society achieves well-being.

Please see the attached information pack for more details and visit our website at www.mentalhealth.org.uk. Once you have had the opportunity to find out more about us, I hope you will be inspired to join us.

I look forward to receiving your application.

With best wishes

Jenny Edwards CBE
Chief Executive
About the Mental Health Foundation

Throughout the last 65 years 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 Values

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

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.

The Mental Health Foundation incorporates the Foundation for People with Learning Disabilities.
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 2% contribution as part of auto-enrolment from 3 months service. After successful completion of a probation period this contribution increases to 10% non-contributory.

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 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 3 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 5 years service.

Christmas leave
Staff will receive an additional 3 days leave at Christmas when the office closes between Christmas Day and re-opens after New Years 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.

Child Care 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.

Available following a qualifying period:

Family friendly leave
Enhanced maternity pay is in place of 6 weeks full pay, 20 weeks half pay + SMP, and 26 weeks at SMP only. 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.

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 opportunities monitoring form by 9am on 9 May 2017 to: vacancies@mentalhealth.org.uk

Please note application forms need to be fully completed. CVs should not be submitted and will not be accepted for shortlisting.

The selection process

Shortlisted candidates will be invited to interview on 18 May 2017.

Please note that this role is 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
Castle Court
6 Cathedral Road
Cardiff
CF11 9LJ
Job Description

Job title          Public Mental Health Programme Lead for Wales

Reporting to      Assistant Director

Responsible for  Relevant Programme Staff, Cardiff office admin staff, freelancers, volunteers and interns

Department        Development and Delivery Department

Job location      Cardiff CF11 with willingness to travel to the Foundation’s London office or across Wales and England on occasion

Hours             35 hours per week, full-time

Salary            Grade B £46,000 - £48,000 per annum pro rata

Contract length   Permanent

Main purpose of the job

• To lead and manage the Wales Mental Health Development Programme of the Development and Delivery Department.

• To ensure the effective and timely delivery of MHF’s programmes of work through supporting the Wales team, and to lead the administration of the Foundation’s Wales Office.

• Supporting the Assistant Director to produce the Development Programme’s operational plan and to translate this into impactful programmes of work based on the Foundation’s Business Model. This will include working with the teams to devise, develop and test evidence based models and approaches that will drive improvements in mental health for people at risk and influence attitudes and behaviour within the wider public that will support the prevention of poor mental health.

• To identify and develop new areas of work in Wales and also where relevant to work with colleagues in England and Scotland that will enable the Foundation to achieve greater reach and impact and to raise income to invest in further mental health improvement activities.

• To support the Assistant Director and Director to apply a strategic approach to growing our national and international reputation and reach.

• To support the creation of communities of interest that can ensure that the work of the Foundation is informed by practice and lived experience.
Principal tasks and responsibilities:

Strategic

- To take a leadership role, with the Assistant Director, in developing, managing and ensuring the effective delivery of the Foundation’s Wales Public Mental Health Programme in line with the Strategic and Operational objectives and in partnership with the Director and colleagues across the Foundation and national offices.

- To establish and facilitate collaborative working links on mental health with all Foundation programme teams, and ensure that generic Foundation policy is informed by the views and experiences of people at risk or facing mental ill health challenges.

- To identify opportunities for new programmes of work and to lead in developing and submitting proposals for funding that serve the Foundation’s mission and generate income.

- To contribute to the development of the Development & Delivery Directorate’s operational plan and Foundation’s strategic plan.

- To initiate and develop strategic relationships in Wales and to promote the Foundation’s messages with key influential stakeholders, especially in the context of the Well-being of Future Generations Act.

- 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 the maintenance and improvement of skills, knowledge, policies and practices ensuring that the learning is applied and developed as new projects are conceived and implemented

Managerial

- To support the recruitment of and to manage team 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 and ensure all staff understand these.

- To recruit and manage any consultants or advisors required to support work within the programmes.

- To identify opportunities to recruit and manage associates, interns and volunteers.
Corporate

- To work with the Assistant Director and the Director to prepare the Programme’s annual budget and contribute to the Development & Delivery Directorate’s operational plan.

- To work with the Assistant Director, Director and Fundraising colleagues to identify future funding opportunities and risks (including financial risks).

- To support the Wales Programme input into a practitioner engagement network to ensure that our work is practice informed and learning effectively disseminated to those in services who can help us work to prevent or reduce the risk of mental health problems (e.g. teachers, health and social care staff).

Operational

- To deliver the agreed outcomes in the Department’s operational plan.

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

- To ensure effective project management within the Wales Programme.

- To ensure that reporting requirements to funders are met and projects within the Wales Programme stay on course, time and budget.

Communication/Liaison

- To ensure colleagues and senior managers are kept up to date with progress and developments.

- Keeping colleagues informed of the different aspects of working in Wales with particular regard to legislation, language and culture and its demographics.

- To work with external affairs colleagues to help tell a persuasive story of the Development and Delivery of programmes for the general public, media and supporters in a variety of media.

- To work with Head of Policy and Research and Policy Team to apply learning from Welsh Development and Delivery Programmes and knowledge generated through Foundation research to influence policy developments in Wales as they relate to mental health.

- To work with Research Team to ensure that programme developments in Wales are evidence informed.

- To ensure that the results of work are successfully communicated to external and internal audiences, have impact and move our strategy and knowledge forward.

- To lead or contribute to groups working on issues which cross departmental boundaries.

General
• To promote and support the achievement of the Foundation’s mission, goals and values, and enhance the Foundation’s reputation and presence in Wales

• 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, especially through leading towards the sustainability of the Foundation-hosted Forum of mental health service users in Wales.

• To have due regard to safeguarding and health and safety issues and to provide leadership on these issues within programmes.

• To act on behalf of the Assistant Director 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: Public Mental Health Programme Lead for Wales

Essential

Skills and Abilities

- Excellent planning and organisational skills including programme planning, costing, prioritisation and time management.
- Excellent programme management skills to motivate, guide and develop staff to achieve high performance in line with operational goals and priorities.
- Good budget creation and financial management skills.
- Strong intellectual and critical analysis skills.
- Excellent strategic relationship development and management skills with a wide range of funders, stakeholders and partners.
- Excellent ambassadorial skills to represent the Foundation.
- Strong ability to create innovative solutions that are evidence based and practice and lived experience informed.

Experience

- Demonstrable experience of public health practice or research work in mental health or other area.
- Strong experience of managing programme staff.
- Good experience of complex budget development and management.
- Strong experience of successfully delivering complex programmes in a relevant field.
- Strong experience of developing funding applications and reporting on progress to funders.

Knowledge

- Knowledge of the relationship between mental health and related issues affecting mental health.
- Knowledge of national and Welsh strategies relevant to mental health prevention.
- Knowledge of health and social care services, public health and local government bodies.
- Knowledge of appropriate ways to seek the views and knowledge of stakeholder groups, including people with lived experience of these issues.
Desirable

- Experience of working co-productively with people is highly desirable.
- Understanding of clinical practice, from any relevant professional capacity.
- Knowledge of a wide range of services, research and individuals within the world of public health or mental health in Wales.
- Ability to speak Welsh

REQUIREMENTS OF ALL ROLES AT THE MENTAL HEALTH FOUNDATION

- Willingness to work flexibly to meet the reasonable needs of the Mental Health Foundation
- Commitment to working in accordance with the Mental Health 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