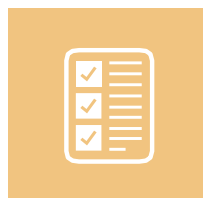


Research Assistant: Thriving Learners



Fixed term to 30 September 2022 (with potential for extension)
Part time – 0.6 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 Research Assistant 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:	Glasgow
Grade:	Grade D, Level 1, Points 1-4
Salary:	Starting £25,000 rising to £28,000
Contract type:	Fixed term to 30 September 2022
Hours:	21 hours per week (0.6 FTE)
Department:	Development and Delivery Scotland - Research
Reports to:	Senior Research Officer
Responsible for:	N/A
Budget responsibility:	N/A

Job purpose

Thriving Learners is the largest research study of its kind aiming to build a better understanding of mental health and wellbeing of students in Scotland. This work will lead to recommendations on prevention, early intervention and support of learners' mental health and wellbeing within higher and further education institutions.

The post holder will assist in the delivery of the Foundation's research and evaluation portfolio, primarily as part of the Thriving Learners team but will also work as part of the wider research team in Scotland. The post holder will:

- Support the quantitative analysis and dissemination of the Thriving Learners study
- Develop an understanding of the student mental health research and policy environment to support colleagues within the Thriving Learners team.
- Support development and undertake primary research of Phase 2 of the Thriving Learners work in further education institutions.
- Act as representative of the Research Team at internal meetings, and as a representative of the Foundation at external meetings as agreed
- Contribute to research outputs and dissemination, including reports, peer-reviewed publications, and presentations
- Conduct research ethically and professionally and in keeping with the goals and ethos of the Foundation



JOB DESCRIPTION

Strategic

Working closely with the Senior Research Officer on Thriving Learners and wider research team:

- To support the delivery of large-scale research programmes by working with the research team to undertake research activities, analysis and dissemination.
- To develop and maintain a general knowledge of the public mental health research landscape, with a particular focus on student mental health.
- To work with the Senior Research Officer to support the governance structures of the Thriving Learners study.
- To represent and promote the work of the Foundation at events, conferences and seminars as required once role is established.

Operational

- To support the undertaking of quantitative analysis on the Thriving Learners data set.
- To support ongoing data management required for working with data. Including adherence to ethical standards and GDPR requirements.
- To support the undertaking of evidence reviews that inform the development of and contextualise the Thriving Learners study.
- To work with senior team members to assist with research administration – including survey dissemination and primary data collection of Phase 2 of Thriving Learners.
- Where necessary, to assist in reporting to governance groups on the progress of project as required throughout the life of the project, and on conclusion of the project.
- To work with senior team members to contribute to the production of project plans, including agreed objectives, outcomes and measures, deliverables, and milestones, and leading on smaller sections of project plans as appropriate.
- To follow agreed project management procedures and to assist in keeping project management records up to date.

Communication/Liaison

- To contribute to delivering effective, high-quality dissemination and learning events for research generated across programmes tailored to a variety of stakeholders, using online platforms and through face-to-face events.
- To liaise with colleagues across the Foundation in other departments as required, ensuring they are provided with information and support as needed.
- To liaise with partners as required to ensure smooth delivery of research programmes.
- To support preparation of high-quality progress, research and evaluation reports and case studies.
- To assist the research team to prepare written briefing papers and other publications (including peer-reviewed publications), and guidelines for a variety of stakeholders.

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 inclusivity, equality and diversity and the value of lived experience.
- 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 qualification with a quantitative research element or relevant equivalent experience• Demonstrable understanding of the impact of inequalities and adversity on mental health and wellbeing.• Evidenced understanding of the principles of research and evaluation design.	<ul style="list-style-type: none">• Demonstrable understanding of the importance of ethical practices when working with data.• Evidenced understanding of public mental health, including student mental health and the wider determinants of mental health.• Demonstrable understanding of the relationship between policy and research
Skills and abilities	<ul style="list-style-type: none">• Skilled in the use of dedicated statistical software packages such as SPSS or R (or equivalent).• Demonstrable successful strong written communication skills with experience of producing clear reports and articles for a range of audiences.• Evidenced ability to work positively in a team and contribute to its success.• Proven ability to adapt to the changing needs of project as they develop.	<ul style="list-style-type: none">• Demonstrable skills in successful partnership working with excellent interpersonal communication and relationship skills.• Proven skills using online platforms to facilitate learning seminars and events.
Experience	<ul style="list-style-type: none">• Demonstrable experience of conducting quantitative research including of data collection and analysis.• Proven experience of working as part of a project team and taking responsibility for assigned areas.	<ul style="list-style-type: none">• Proven experience of working with large data sets (e.g. how research informs evidence-based policy and practice innovations).

		<ul style="list-style-type: none">• Experience of conducting systematic review or other forms of evidence synthesis.
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