



Mental Health
Foundation

Mental Health Foundation

Research & Evaluation Manager (SeeMe)

Recruitment Pack

December 2018

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 ground-breaking 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 noon on Friday 11 January 2019.

The selection process

Shortlisted candidates will be invited to an interview during the week commencing 21st January 2019. Please note that only shortlisted candidates will be contacted.

This role is subject to PVG scheme membership and suitable satisfactory references.

Location

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

Merchants House, 30 George Square, Glasgow G2 1EG

Job description

Job title	Research & Evaluation Manager (See Me)
Reporting to	Head of Programmes Scotland
Hours	Part-time 4 days (0.8 WTE)
Salary	£33,143 per annum pro rata, rising to £37,000
Line management	Research & Evaluation Officers (x 2)
Contract length	Fixed Term – 31 st March 2021
Location	Glasgow but requires travel in Scotland

Principle Tasks & Responsibilities

To lead and co-ordinate the research and learning function for the evaluation of See Me – Scotland’s national programme to tackle mental health stigma and discrimination with a focus on young people and education, health and social care, workplace and social movement.

1. Strategic

- Take a lead role and manage team (2 x research and evaluation officers and consultants & sessional staff as required) to undertake the evaluation of See Me utilising mixed method approaches (quantitative and qualitative)
- Ensure the See Me research and learning programme is developed using ethical and rigorous processes including reviewing appropriate literature, policy and practice, developing hypotheses and employing appropriate methodology.
- Implement quality assurance processes for the analysis of data from a range of primary and secondary sources using appropriate systems.
- Develop and maintain a robust understanding of public mental health specifically in the areas of stigma, discrimination and human rights.
- Take a lead role in the preparation of all reporting requirements for See Me
- Support policy and programmes through raising awareness of research findings and supporting their translation into practice and service improvements.

2. Managerial

- Produce and oversee clear project plans, including agreed objectives, outcomes and measures, budget, deliverables and milestones.
- Oversee project management procedures, keep records up to date.

- Review the performance of staff, to ensure they are delivering to agreed deliverables and timescales, reporting and addressing problems where identified.
- Maintain positive relationships with funders and report back to funders on progress of projects as required throughout the life and on the conclusion of the project.
- Ensure financial procedures are followed professionally, managing financial performance of projects, including budgets and identifying risks.
- Manage, support and supervise research staff, specified project staff and consultants that may be employed on particular projects in their day to day work.

Lead, undertake and supervise staff on high quality research such as: literature reviews, qualitative and quantitative research methodologies, action research and appreciative enquiry, and presenting project findings in a credible manner

Business development

- To work with colleagues within MHF and See Me to identify opportunities for future research and evaluation funding bids
- To support the development of new partnerships with external organisations.
- Contribute to the Foundation's Scottish operational plan.

Communication/Liaison

- Work collaboratively with colleagues within MHF and key partners including See Me national team and University academic advisors.
- Present and disseminate research findings including written reports, academic publications, and presentations to achieve maximum impact on policy and practice change.
- Liaise with colleagues in other departments as required ensuring they are provided with the information and support they require for fundraising, marketing and media relations
- Maintain positive relationships with the Foundation's stakeholders, including service users and carers, and ensure they are involved in informing Scottish research
- Represent the Foundation at events, conferences and seminars as required.

General

- To maintain a high standard of probity in professional, personal and financial matters.
- Uphold / promote the Foundation's commitment to diversity and the benefits it brings.
- 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
Experience	
Leading the delivery of research projects on time and to budget	E
Producing high quality and engaging reports and articles for a range of audiences	E
Experience of applied research	E
Interest or experience of participatory research	E
Undertaking evidence/literature reviews	E
Developing successful research or evaluation funding proposals	D
Knowledge	
Knowledge of mental health or public health fields	E
Knowledge of equality, diversity and social justice issues	E
Knowledge of qualitative and quantitative research methods including the strengths and limitations of each	E
Knowledge of approaches to challenge stigma and discrimination	D
Skills	
Clear communication and presentation skills for range of audiences	E
Qualitative and mixed methods research methods and data analysis	E
Good inter-personal skills	E
Ability to manage a busy, varied workload and meet deadlines	E
Ability to quickly build credibility internally and externally	E
Personal Characteristics	
Empathy with the Foundation and its aims	E
Flexible and adaptable working style	E
Sensitivity and commitment to equal opportunities	E
Ability to be a representative of the Foundation reflecting its values and priorities	E
Qualifications	
Undergraduate degree in relevant field	E
Masters Degree in relevant field desirable or equivalent experience	D

REQUIREMENTS OF 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.

Prepared to travel within the UK and abroad, occasionally staying away from home overnight.

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

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.