Mental Health Foundation
Job Description

Senior Policy Officer
December 2016
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

Our vision is for 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.

**Website**  [mentalhealth.org.uk](http://mentalhealth.org.uk)
**Twitter**  [@mentalhealth](https://twitter.com/mentalhealth)
**Facebook**  [facebook.com/mentalhealthfoundation](https://www.facebook.com/mentalhealthfoundation)
**Instagram**  [instagram.com/mentalhealthfoundation](https://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 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.

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 10am on Monday 09th January 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 Monday 16th January 2016.

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 London:

Mental Health Foundation
Colechurch House
1 London Bridge Walk
London
SE1 2SX

See over the page for a map to our location
How to find us

The office is located on a walkway called London Bridge Walk. Look out for Evans Cycles on Duke Street Hill and London Bridge Walk is above this.

Underground

London Bridge (Northern and Jubilee lines) - This station is directly opposite the office building. It's approximately a two minute walk from the main underground exit. Please note when exiting the tube, follow signs for Duke Hill exit as opposed to Borough High Street exit.

Monument (Circle and District Lines) - This station is on the north side of the river Thames. Our office is on the south side of the river so you will need to cross over London Bridge to reach us. It is approximately a 10 minute walk.

Train

London Bridge: This station is directly opposite our office. It is approximately a two minutes walk.

Bus

Buses that stop at London Bridge Main terminal: 149, 521, 43, 141, 47, 17, 343, 381, 48, RV1, 21, 35, 40, 133, C10, 15.

Buses that stop on Tooley Street: 343, 381, 47, N381, N47, RV1.

Buses that stop on Borough High Street: 35, 40, 47, 133, RV1, 17, 48, 343, 381, 43, 141, 521, 149, 344, 15
Job Description

Job title: Senior Policy Officer
Reporting to: Policy Manager
Department / team: Development and Delivery

Responsible for: Supporting the Head of Policy and Research and the Policy Manager to develop and deliver the policy programme; and to manage, Policy Assistants, Policy Volunteers and Policy Consultants employed by the Foundation.

Job location: Colechurch House, 1 London Bridge Walk, London SE1 2SX

Hours: Part-time 17.5 hours per week

Salary band: £30,571-£31,857 per annum pro rata

Grade: C

Contract Length: Permanent

Purpose of post

This is a significant senior role in the Policy team and involves day to day management of a portfolio of projects to meet the needs of the Foundation’s Policy Programme. This post holder will contribute to the Foundation’s policy work across the UK and internationally.

The post holder will:

- develop an understanding of the external mental health policy, research and service environment in order to support the Policy and Research team and colleagues across the Foundation to identify gaps and the need for policy and development work;
- assist and lead in the development of project activities, through completing policy proposals, preparing responses to Government consultations and briefings for external stakeholders or policy makers, and provide other policy support to the Policy and Research team and across the organisation;
- support the development of parliamentary work in Westminster, Scotland, Wales and Northern Ireland;
- plan, manage and conduct projects ethically and professionally, in keeping with the goals and ethos of the Foundation;
• supervise policy assistants and volunteers and manage consultants;
• develop policy advocacy using the work of the Foundation (including research, programmes, campaigns) through a range of policy and public affairs methods and channels to a variety of stakeholders;
• sustain strong professional networks and partnerships that support the realisation of the Foundation’s vision and mission;
• undertake activities that support the development of the policy function in London and across the Foundation;
• support designated policy tasks, as agreed with the Policy Manager and the Head of Policy and Research; and
• act as representative of the Foundation at external networks, coalitions and alliances; policy fora; steering groups and meetings as agreed.

Duties and responsibilities

1. Strategic
• To contribute to the development and delivery of organisational objectives through providing intelligence from policy and public affairs, and to work with internal and external stakeholders to pursue these objectives in order to achieve change at local, regional and national level;
• To plan, manage and conduct projects ethically and professionally, in keeping with the goals, ethos and independence of the Foundation;
• To ensure all projects are developed and delivered through a sound evidence based policy and public affairs process which is underpinned by systematic, professional modalities and practice;
• To undertake strategic stakeholder mapping, and to produce effective and innovative, high quality engagement and influencing plans tailored to a variety of stakeholders;
• To provide policy and public affairs advice to colleagues across the Foundation;
• To support the Foundation’s stakeholders, including people with lived experience of mental health problems and carers and members of communities who experience inequity, to become involved in the co-production of the Foundation work;
• To represent and promote the work of the Foundation at events, conferences and seminars across the UK as required;
• To deputise for the Policy Manager in their absence or where required to do so.
2. Operational

- To produce comprehensive project plans, including agreed objectives, outcomes and measures, budget, deliverables and milestones.
- To identify and advise on relevant partnerships and to initiate and sustain partnership arrangements.
- To respond to requests for policy input or information from Foundation staff, external organisations and members of the public including with lived experience of mental health problems and carers.
- To follow agreed project management procedures and keep records up to date;
- To review the performance of projects in the programme, to ensure they are delivering to stated deliverables and timescales, reporting and addressing problems where identified.
- To report back to funders on progress of projects as required throughout the life of the project and on conclusion of the project.
- To deliver work on time and within the agreed budget.

3. Managerial

- To support policy officers, assistants and volunteers.
- To assist in the commissioning of consultants and manage their contracts within the agreed MHF procedures, delivering the required deliverables, and minimising financial risk to the Foundation.
- To ensure financial procedures are followed professionally, including supporting senior staff to develop and manage budgets and identify risks.
- To support reviews of the financial performance of projects.

4. Business development

- To identify new opportunities and support the development of these in consultation with senior staff across the Foundation’s functions.
- To support the development of new partnerships.
- To work closely with all other departments in the Foundation in order to develop, deliver, influence, communicate and fundraise.
- To contribute to the development of relationships with current and new funders in partnership with fundraising colleagues, to help identify funding opportunities and to gain support for funding ideas.
5. Communication / Liaison

- To support the internal communication of policy and public affairs with colleagues and trustees.
- To develop a network of contacts with an interest in their specialist areas including MPs/Peers/councillors and their staff, civil servants, other external organisations, public mental health professionals and people with lived experience of mental health problems and inequity.
- To support the clear articulation and dissemination of policy and public affairs messages to external audiences where they will have impact on policy, research services and public discourse.
- To contribute to writing policy resources including reviews, positions, briefings and blogs for a variety of stakeholders.
- To support and participate in media activities as appropriate.

6. 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, personal 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.
- 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

For this senior post we are seeking an individual with a track record in policy and public affairs and a strong commitment to ensuring that the Foundation’s policy and public affairs agenda creates a significant impact on public mental health in the UK and internationally. The person needs to have strong skills in horizon scanning, knowledge synthesis, critical analysis, engagement and influencing. They need to be able to work independently and in a team, and effectively manage a complex work load using sound prioritisation and project management skills. They need also to have experience of working in public mental health or a related field, and be committed to improving public mental health, mental health services and the lives of people with lived experience of mental health problems and inequity.

Essential Skills and Abilities

- Substantial experience in a public policy role, with experience of a range of a range of policy and public affairs work.
- Ability to shape and lead policy projects professionally and strategically including management of staff and / or consultants.
- Skilled in developing and implementing a policy and public affairs agenda that addresses the need to hear the most marginalised and seldom heard voices in across local, national and UK public mental health policy e.g. people living in poverty, people with lived experience of mental health problems and refugees and asylum seekers, Black and minority ethnic people).
- Skilled in high quality communication to a diverse range of audiences.
- Ability to produce fit for purpose outputs relevant to the goals of the Foundation (such as policy briefings, reports and communication across a range of media: press, broadcast and digital).
- Skilled in building strong partnerships with relevant external stakeholders (including senior officials, elected representatives, people with experience of mental health problems and who experience inequity).
- Self-sufficient use of IT, including proficient user of Word, Excel, PowerPoint and Project.

Experience

- Substantial experience of working in a public policy role, preferably a public health related role
- Experience of taking a policy lead, with a track record of meeting objectives and delivering projects to timescale and quality
- Experience of parliamentary affairs.
• Experience of giving presentations and acting as a media spokesperson.
• Experience of staff development, appraisal and performance management, and the ability to deliver results through others.
• Experience of financial management and control, with a demonstrable track record of delivering projects to budget.
• Experience of commissioning consultants, and contract management, with demonstrable track record of getting projects delivered to agreed timescale and budget, and of minimising financial risk.
• Experience of playing a quality assurance role.
• Strong and wide experience of research dissemination to impact and influence policy, including innovative approaches to maximise impact.
• Experience of identifying and responding to new business opportunities and developing bid proposals.

Knowledge
• Substantial knowledge of mental health policy or a related field, and good understanding of mental health, including well-being, distress, mental health problems and public mental health.
• Knowledge of the principles and ethics of policy work and how to involve marginalised groups within policy.
• Knowledge of research methodologies including evidence reviews, writing-up and dissemination to a variety of stakeholders.
• Knowledge of how policy informs research and practice innovation.
• Knowledge of the government systems across the UK.

Qualifications
• A minimum of a Masters degree with a strong curriculum focus on public policy.

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