Capacity Building Lead
Application Pack

Date: 19th August 2024

Job Title:	Capacity Building Lead, Haringey Community Collaborative
Salary:	£31,000 to £35,000 (based on experience) (+3% pension contribution)
Working hours:	37.5 hours per week
Contract length:	Permanent
Reports to:	Haringey Community Collaborative Manager
Based:	London Borough of Haringey

About MIND in Haringey

MIND in Haringey (established in 1984) is one of the leading mental health services in Haringey. We provide a range of services, information, and advice to anyone affected by a mental health problem, primarily in Haringey. We work to prevent mental health problems, promote mental wellbeing, and ensure those with mental health problems are respected and included in our local community. One in four people are affected by mental health in Haringey, out of a population of 225,000 that's over 54,000 people. This includes 2,413 children and young people.

Our services respond to needs identified by service users; working to increase wellbeing, confidence, social integration, and independence. We work with more than 3000 adults and young people affected by mental ill health each year.

Our Values

- We listen with care, respect, and reassurance to everyone we encounter
- We seek to influence and improve mental health services in Haringey, raising awareness and challenging both stigma and discrimination
- We are committed to easy and equal access for everyone in Haringey
- We consider opportunities for collaboration when developing services
- We seek continuous improvement in all we do

The role

MIND in Haringey and its partner Public Voice deliver the Haringey Community Collaborative, providing strategic leadership and capacity building for the borough's Voluntary and Community Sector (VCS). MIND in Haringey and Public Voice are ambitious, committed and passionate in their support of the VCS, and the social impact that it collectively delivers for residents and communities every day.

The Haringey Community Collaborative service involves providing Haringey VCS:
- One-to-one and group capacity building support
- Funding opportunities for projects addressing priority local challenges
- Access to training and resources
- A community of practice for collaboration and knowledge sharing, both in person and online.

The Haringey Community Collaborative team is located across and employed by either Public Voice and MIND in Haringey. This role works alongside a manager for Haringey's digital community of practice platform, NavNet; and a communications lead for the Community Collaborative. The role reports to the Haringey Community Collaborative Manager.

About You

We are looking for someone who wants to make a difference to the local community through their work, supporting the success of the voluntary and community sector. You will need to have experience working with organisations and groups to help them develop and grow, and convening.

A confident public speaker with strong presenting skills with the ability to present to a wide range of diverse community groups. Able to engage with people and have a good understanding of co-production.

Able to carry out research and find suitable funding opportunities supporting VCS to write bids and method statements. Designing and delivering workshops on various topics that will support the local VCS in Haringey based on their needs.

Having a knowledge of the VCS organisations within Haringey would be an advantage but not essential.

Job Summary

Haringey Council and NCL ICB are committed to working in partnership with local grassroots and small VCS organisations who represent specific demographic / service user groups and funding is available to develop this partnership. The Haringey Community Collaborative Capacity Building Manager works with these organisations to enable them to strengthen their governance and increase their capacity to secure this funding and bid for other grants and Trust funds. The post holder will facilitate collaborative responses from VCS organisations to RFQs and other invitations to tender and work with them to refine their method statements and submit their proposals.

Main Duties

1. Champion and raise the profile of the VCS organisations in Haringey through supporting them to sit on a number of strategic Boards and Committees in Haringey so their voice is heard.

2. Raising awareness amongst the VCS organisations of the opportunities available to them for capacity building support and the benefits this can bring.

3. To develop an extensive knowledge of the VCS organisations in Haringey, their areas of interest / expertise and their willingness to collaborate with like minded organisations.

4. Facilitate and support engagement with, and representation of grassroots, specialist VCS organisations to increase the number of people involved in networks for communities of interest including those who may have barriers to access.

5. Organise and manage the VCS Community of Practice monthly meetings.

6. In partnership with VCS organisations identify the need for the various elements of capacity building training and governance and co-produce training and development plans with VCS organisations.

7. Lead the monthly Training, Capacity Building and Development Workshops with support from colleagues and external speakers.

8. Working with the Communication and Engagement Officer to identify external funding opportunities and support VCS organisations to write funding application and submit bids individually or through partnerships.

9. To participate in the quarterly Grant Funding and Income Generating Workshops.

10. Advertise for and identify potential VCS collaboratives in response to invitations to tender / requests to submit a proposal, address training / skills gaps and support the development of their proposal.

11. If the VCS organisations do not have a legal identity, consider the potential for Public Voice or MIND (Haringey) to act as the Accountable Body.

12. To recruit volunteers with relevant experience and knowledge to support the Haringey Community Collaborative VCS capacity building programme.

13. Work with VCS organisations in Haringey to develop and implement Codes of Good Practice.

14. Recording attendance at workshops and events and producing monitoring reports as required.

15. Complying with GDPR guidelines and act in accordance with relevant policies and procedures.

Other Accountabilities:

1. Work as part of a team, collaborating with colleagues and partners, and contributing to the wider Haringey Community Collaborative and MIND (Haringey) strategy.

2. Act in line with MIND (Haringey) mission and values, as well as relevant policies and procedures.

3. Help to promote the work of MIND (Haringey) and its Haringey Community Collaborative delivery partners.

4. Undertake other duties as required to support the smooth functioning of MIND (Haringey) in keeping with the overall grading and general responsibilities of the post.

How to apply

For more information please download the application pack. To apply, please email a copy of your CV and a personal statement of no more than two sides of A4 detailing your suitability for the role to info@publicvoice.london. Deadline for applications is **9am on Monday 9th September 2024**. Shortlisted candidates will be invited for interview week commencing 16th September 2024.

If you require the application pack in an alternative format or for any other enquiries, please call the office on 020 3196 1900.

Equality, diversity and inclusion

MIND in Haringey strives to provide a positive and professional working environment for both staff and volunteers. We believe that a happy workforce helps us to provide the best possible service to our clients. We offer flexible working hours, generous holiday allowance and adhere to the Equal Opportunities act.

We pride ourselves on paying all members of staff at Mind in Haringey the London living wage, and delivering regular training opportunities for staff and volunteers, such as the MHFA Adult Two Day course; Safeguarding training from Haringey Council; Crisis and Suicide Prevention training with Thrive London; external speakers to deliver monthly training to the team; individual training opportunities to support roles.

We champion our diverse team of staff and volunteers and encourage people with lived experience of a mental health problem to apply for our jobs.

Person specification		
Qualifications	Essential	Desirable
Degree or equivalent experience	•	
Experience		
Experience of fundraising and/or bid and proposal planning and writing	•	
Experience consulting with, advising or supporting organisations, both one-to-one and in small cohorts or networks	•	
Experience of engaging with a local community, particularly seldom heard groups, either professionally or on a voluntary basis	•	
Experience of collaborating with a wide range of clients and stakeholders (ideally including charities or voluntary/community organisations)	•	
Experience of organising and delivering events and/or network meetings		•
Experience producing data for monitoring performance or evaluating impact	•	
Knowledge		
An understanding of the voluntary and community sector, and what it does	•	
Knowledge of Haringey-based VCS and the state of the Haringey sector a bonus		•
An understanding of participation, co-production and/or service design		•
Knowledge of charity and voluntary sector fundraising matters – how to find grant funding opportunities, checking eligibility, and application processes	•	
Familiarity with charity and voluntary sector governance matters and structures – for instance, registered charities, CICs and CIOs		•
Understanding different funding streams and being able to carry out research finding suitable funding opportunities for the VCS		•
Skills		
Excellent written and verbal communication skills, including speaking in public and bid/proposal writing.	•	
Organisational skills and time management	•	

Good interpersonal skills, listening skills and empathy	•	
Strong IT skills (databases/CRM systems a bonus)	•	
An eye for detail and accuracy	•	
Flexibility to manage competing priorities	•	
Other		
Acting in line with MIND mission and values, as well as relevant policies and procedures	•	
Working in line with GDPR legislation and requirements	•	
A good team player supportive of colleagues		•