Head of Development and Partnerships, Surrey – Job Description, Person Specification & Competencies

Name of Employee	
Date of Issue	August 2026
Department/Location	Operations Support/Head Office
Reporting Line	DCEO
Grade / Hrs / Duration	G7/ 22.5-25hrs to be worked over 3-4days / 2 years with a potential to extend
DBS – Level Required	Enhanced
Location/s	Surrey. Guildford designated base for travel expenses purposes (with ability to attend in person meetings in Brighton and Hove and West Sussex). Potential for some home working.

Job Summary

West Sussex Mind and Mind in Brighton & Hove are embarking on an exciting programme of growth and expansion into Surrey.

Hosted by West Sussex Mind on behalf of the Mind in Surrey Partnership, the Head of Development and Partnerships, Surrey will lead the establishment, development and growth of the partnership's work across Surrey, identifying and creating opportunities to improve mental health support, tackle stigma and increase access to services for local communities.

This role will be responsible for developing and maintaining strong relationships with key stakeholders including the NHS Integrated Care Board (ICB), local authorities, voluntary, community and social enterprise (VCSE) organisations, community leaders, funders and commissioners. The postholder will identify and secure opportunities through commissioning, grants, tenders and partnership initiatives, whilst supporting the development of a sustainable programme of mental health training and awareness activity across Surrey.

Working with significant autonomy, the successful candidate will establish the programme's profile and reputation, lead partnership and stakeholder engagement activity and act as a key ambassador for the partnership throughout Surrey.

The role will also be responsible for establishing and supporting a programme steering group, maintaining excellent working relationships between West Sussex Mind and Mind in Brighton & Hove, and providing high-quality reporting to the Steering Group.

This is an exciting opportunity for a highly motivated self-starter who combines strategic thinking with practical delivery and who is passionate about building partnerships that improve mental health outcomes for local communities.

Scope & Accountabilities

The postholder may have line management responsibility for the West Sussex Mind Training Service and/or staff employed within projects and initiatives developed through this role and will work closely with senior leaders across West Sussex Mind and Mind in Brighton & Hove to ensure services, partnerships and development opportunities are effectively delivered.

Key Tasks

Partnership Development and Stakeholder Engagement

- Develop and maintain productive strategic relationships with Surrey and Sussex ICB, local authorities, VCSE organisations, public sector partners, community stakeholders and other key influencers.
- Identify opportunities for collaboration, service development and community engagement that support the programme's strategic objectives.
- Develop a strong understanding of Surrey's mental health landscape, identifying gaps, emerging priorities and opportunities for investment.

Business Development and Income Generation

- Proactively identify commissioning opportunities, grants, tenders and funding streams that align with programme objectives.
- Lead or coordinate the development of high-quality bids, proposals, grant applications and partnership submissions.
- Develop and maintain a pipeline of potential funding and business development opportunities.

Training Development and Community Impact

- Expand our training offer across Surrey, developing relationships with employers, public sector organisations and community groups to generate income through paid training provision.
- Promote and coordinate the delivery of free community mental health awareness training and events that support stigma reduction and early intervention.

Governance, Reporting and Partnership Management

- Establish and coordinate the Surrey Steering Group, ensuring effective engagement and participation from partners and stakeholders.
- Prepare reports, updates and presentations for the Steering Group and other key audiences.

- Monitor progress against agreed objectives, milestones and funding requirements.
- Foster a positive, collaborative and transparent working relationship between West Sussex Mind and Mind in Brighton & Hove.
- Work with colleagues to ensure resources are planned and managed effectively and that projects and services operate within agreed budgets

Programme Development and Launch

- Lead the mobilisation and launch of the Surrey programme, establishing clear plans, priorities and stakeholder engagement activity.
- Support the development and promotion of the programme's identity, profile and communications strategy.
- Monitor local opportunities, risks and developments and provide recommendations to the Steering Group and senior leaders.

General

- Work independently and manage competing priorities effectively, demonstrating initiative and sound judgement.
- Provide effective line management and support to any employees or volunteers within the role's remit, promoting a positive and high-performing culture.
- Ensure that all activities are delivered in accordance with organisational policies and procedures, including safeguarding, health and safety, data protection, equality and risk management requirements.
- Maintain awareness of local and national developments affecting mental health services, commissioning and the VCSE sector.
- Ensure that all activities contribute to reducing inequalities and improving access to support for underserved communities.
- Undertake any other duties commensurate with the grade and responsibilities of the post.
- Work collaboratively to support the work of the senior leadership team

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

Essential Experience/Qualifications
• Experience of developing and maintaining effective partnerships across the health, public or voluntary sector. • Experience of identifying and securing opportunities through funding applications, grants, tenders, commissioning processes, business development or income generation activities. • Experience of developing, delivering or managing projects, services or programmes. • Experience of representing an organisation and building relationships with a range of stakeholders. • Experience of working within the mental health, health and social care and/or voluntary and community sector. • Significant management experience, including supervision, performance management and development of employees

Preferred Experience/Qualifications
• Experience of working within Surrey's health, social care and/or voluntary and community sector landscape. • Existing professional networks and relationships with health, social care, local authority or VCSE stakeholders in Surrey. • Experience of working with NHS organisations, Integrated Care Boards, local authorities or commissioned services. • A recognised management/leadership qualification • A qualification, certification or professional membership relevant to business development, fundraising, bid writing, project management or partnership development.
Professional & Technical Knowledge, Skills and Abilities
• Excellent networking, relationship-building and stakeholder engagement skills. • Strong business development skills with the ability to identify opportunities and translate them into sustainable projects, partnerships or income streams. • Ability to work independently, use initiative and manage competing priorities with minimal supervision. • Excellent written and verbal communication skills, including report writing, presentations and funding applications. • Strong project planning, organisation and problem-solving skills. • Ability to develop and maintain collaborative partnerships across organisational boundaries. • Understanding and/or lived experience of the challenges affecting mental health and wellbeing and a commitment to reducing stigma and inequalities. • Knowledge of the health, social care and voluntary sector landscape and how organisations work together to support communities. • Ability to manage resources effectively and contribute to budget planning and monitoring. • An understanding of the causes of inequalities and experience of developing innovative solutions and services to meet emerging needs • Commitment to safeguarding, equality, diversity and inclusion, data protection and health and safety requirements. • Ability to involve and support volunteers in ways that make a positive contribution to organisational objectives. • Ability to provide effective leadership, supervision and support to employees, volunteers and project teams. • Self-motivated, adaptable and committed to continuous professional development. • Proficient IT skills, including Microsoft 365 applications. • Ability to travel across Surrey and to regular in person meetings in West Sussex or Brighton and Hove and where using a car have this insured for business use.

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

Signed: Staff member		**Date:**	
Signed: Line Manager		**Date:**	