



# THE MINDKIND PROJECTS RECRUITMENT PACK

OPERATIONS AND  
PROJECT LEAD



# OPERATIONS AND PROJECT LEAD

## ABOUT THE ROLE:

**Job Title:** Operations and Project Lead

**Reports to:** Chief Executive Officer

**Location:** Walsall (with some travel across the borough and very occasional travel out of borough)

**Salary:** £37,000 FTE

**Hours:** 30 hours per week, worked over 4 days

**Contract:** Part-time (0.857 FTE)

The Operations and Project Lead will be responsible for the day-to-day operational leadership of our lottery-funded programme and wider organisational delivery.

This is a hands-on, delivery-focused role that ensures our strategic vision is translated into real world delivery for our communities. This includes clear systems, effective people management, budget oversight, maintaining strong partner and stakeholder relations and high-quality outcomes. With the ability to identify opportunities and secure funding through bid writing and supporting our long-term sustainability.

## **Who It Is For:**

This role will suit a practical and pragmatic person who values processes and loves people. If you are someone who gets satisfaction from creating order and momentum: tightening processes, clarifying ownership, supporting people to perform well, and keeping delivery on track in community centred environment this role is for you.

## KEY RESPONSIBILITIES:

### 1. Operational Leadership

- Lead and coordinate day-to-day delivery across all workstreams, ensuring activities are on time, on budget, and aligned to our mission and values.
- Oversee operational systems, delivery plans, and schedules to ensure efficiency, quality, and accountability. Working with the team to ensure effective systems are in place
- Ensure all work reflects our co-design ethos, empowering communities and valuing lived experience.

### 2. Funding & Bid Development

- Research and identify funding opportunities aligned with MindKind's mission
- Write compelling bids and funding applications to grow and sustain our work.

### 3. People & Team Management

- Line-manage staff, sessional workers, and volunteers, ensuring clarity of roles and responsibilities.
- Build a culture of empathy, challenge for growth, and collaborative working.
- Support professional and personal development through reflective supervision and skills-sharing.



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## KEY RESPONSIBILITIES:

### 4. Partnership & Stakeholder Coordination

- Maintain strong, respectful relationships with partners, funders, and community stakeholders.
- Act as a responsive, solutions-focused point of contact for operational matters and project management

### 5. Monitoring, Evaluation & Reporting

- Embed monitoring and evaluation processes into daily delivery in accordance with funding requirements.
- Produce accurate reports for the CEO, funders and other stakeholders, demonstrating impact and learning.

### 6. Financial & Resource Management

- Manage operational budgets, procurement, and resource allocation.
- Support financial forecasting and reporting in collaboration with the CEO.

### 7. Risk Management

- Identify and address operational and project risks promptly.
- Implement contingency plans to ensure delivery continuity.

## PERSON SPECIFICATION:

### **Essential**

- Organised “operator” mindset: Strong planning and prioritisation skills; you create and build calm structure to fast-moving situations and create simple, repeatable ways of working
- Initiative and judgement: You spot issues early, propose solutions, and follow through. You can make sensible decisions with imperfect information.
- People support and coordination: You can support others to deliver well. Setting expectations and keeping accountability with a relational approach.
- Monitoring and reporting discipline: You can gather information, track progress, and communicate clearly in writing (e.g., updates, reports, learning summaries, outcome tracking), with strong attention to detail.
- Budget/resource awareness: Comfortable working with budgets and resources at an appropriate level (e.g., tracking spend, managing costs, using spreadsheets, supporting financial processes).
- Safeguarding experience
- Funding/bid-writing experience (or strong evidence you can write persuasively and structure a case for support e.g., proposals[SG1] , business cases, grant applications, fundraising, research-based writing)

### **Desirable**

- Knowledge of preventative, community based mental health, wellbeing or care services
- Understanding of co-production, strengths-based practice, and lived experience approaches with evidence of applying these in a meaningful way.
- Registered Manager status to align with potential future strategy.



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## WHO WE ARE:

The MindKind Projects is a trusted community-led organisation with a simple but powerful vision Communities, where everyone has equitable access to effective tools and resources that support positive mental health and wellbeing.

We believe change happens when people feel seen, heard, and empowered to take charge of their own wellbeing. That's why we work side-by-side with communities, blending lived experience with professional expertise to create programmes that are culturally competent, evidence-based, and rooted in human connection.

## OUR JOURNEY SO FAR:

Over the past 6 years, we've grown from a local grassroots project into one of the most recognised wellbeing organisations in the region, delivering high-impact, inclusive initiatives for people who often feel excluded from traditional services.

- 5000+ people have engaged directly in our programmes, from peer support groups to green space projects and wellbeing workshops.
- We've become the go-to partner for statutory and voluntary sector organisations wanting to reach traditionally "hard-to-reach" communities.
- We've built The MindKind Wellbeing Centre, a small, vibrant community hub offering everything from mental health support to cultural events.
- We've supported people into paid employment, volunteering roles, and personal growth opportunities that have transformed lives.

## WHAT WE DO:

Our work spans a range of innovative, co-designed projects, including:

- Men's mental health programmes tackling stigma and preventing suicide.
- Women's wellbeing groups offering culturally sensitive peer support.
- Green space and environmental wellbeing activities that connect people to nature.
- Creative and therapeutic workshops that inspire confidence and self-expression.
- Community forums and events amplifying local voices in shaping services.

Every programme we run is built with the people it serves.

## HOW TO APPLY:

Please email **hello@themindkindprojects.com** with your:

- CV (max 3 pages)
- Supporting statement (max 2 pages) showing how you meet the role requirements
- Optional (but welcome): a short video (max 3 mins) on your leadership style and how you'd build operational excellence in a small organisation