

Job pack

**Maternal Mental Health Alliance
National Programme Manager**

January 2025



Introduction and background

The Maternal Mental Health Alliance (MMHA) was founded in 2011 by people with lived experience, healthcare professionals, and organisations who understood the impact of perinatal mental problems and shared a commitment to improving the lives of women and their families.

Today, the MMHA is a UK-wide charity and network of over 130 member organisations. We work with parents, families, clinicians, and academics to ensure all women, birthing people, babies, and families have access to high-quality, compassionate mental health care. We bring the perinatal mental health community together and make change happen by combining the power of real-life experience with clinical and professional expertise.

We actively contribute to significantly improving mental health outcomes for people who experience discrimination, trauma and deprivation during the perinatal period and tackle systemic inequity and injustice.

The MMHA has recently been awarded a [5-year grant by the National Lottery Community Fund](#) to tackle maternal mental health inequities through community action. This project, due to start in Spring 2025, will develop, test and replicate a model of community-based decision making, support and service provision that is led by women with lived experience. This project aims to achieve system change locally and nationally to improve the mental health of marginalised women and is the next phase of the MMHA's programme to tackle maternal mental health inequities across the UK. This will be our main focus over the next five years and will dovetail with other activities aimed at achieving our mission, where funding allows.

With this funding, we are pleased to be recruiting for an exciting, new National Programme Manager role to lead this important work and be an integral part of creating change.

For further information about the MMHA please visit our [website](#).

Our culture and values

The MMHA is committed to fostering a culture of kindness, inclusivity, flexibility, frankness and collaboration where everyone's voice is heard, no matter their role. Although we have a Senior Leadership Team, open communication is encouraged and fostered throughout the team.

Our organisational values

Ambitious

We won't stop until every woman in the UK experiencing a [perinatal mental health problem](#), or at risk of developing one, has access to the right care and support for her and her family.

Passionate

Our desire and determination to bring about change for women and families is fuelled by the [lived experience](#) both within and beyond the MMHA.

Collaborative

We value the power of lived experience, clinical, academic and campaigning expertise coming together across the four nations of the UK. We are open to expertise beyond the MMHA and aim to combine efforts wherever possible.

Humble

We seek to act as a catalyst, acknowledging the considerable work of others now and in the past, fostering and supporting the *collective efforts* of the maternal mental health community.

Resourceful

We are aware that women and families are suffering *right now*, so we strive to make a difference as a matter of urgency, in the most effective and efficient ways possible. We deliberately keep our overheads to a minimum and invest in robust learning and evaluation to help inform where to focus our time and other limited resources.

Our beliefs

Relationships

At the heart of maternal mental health are relationships – between mother and baby, family members, health professionals and across society. Relationships are also key within the Alliance. Nurturing connections between [member organisations](#), [staff](#), trustees and experts by experience is fundamental to effective collective work for the benefit of women and families.

Social justice

Although all women are at risk of developing a perinatal mental health problem, we recognise that some will face multiple disadvantages and stigma in speaking out or seeking help. We want to ensure all women, regardless of circumstances, background or life experience, can access perinatal mental health care. We also join the wider mental health community in calling for parity between physical and mental health.

Walking the walk

We are mindful that the wellbeing of our experts by experience, staff and all those who work with and on behalf of the Alliance is paramount. This commitment is prioritised in our culture, policies and communications.

The role

National Programme Manager

Details

- **Working hours:** Full-time (35 hours per week) or part-time (minimum 30 hours per week across at least 4 working days, including Tuesdays) considered.
- **Salary:** Starting salary of £44,000 pro rata. Please note, a staff salary re-banding process is currently underway; this role is expected to fall within a band of approximately £44–50k.
- **Annual leave:** 28 days' holiday plus public holidays and birthday leave
- **Home-based (UK only)**, with frequent travel to local partner areas, and regular travel to central London
- 7% employers auto-enrolment pension contribution, with a 3% employee match
- Access to our Employee Assistance Programme

Reporting to

Head of Campaigns and Policy

Line management responsibilities

This role currently has no line management responsibility but will involve nurturing several key relationships.

Key relationships

- Women with lived experience of perinatal mental illness, including MMHA Champions
- Local partners
- MMHA colleagues
- National Lottery Community Fund team

Job purpose

Working closely with the Head of Campaigns and Policy and the Chief Executive to manage the MMHA's new 5-year Maternal Mental Health Councils project on a day-to-day basis.

Main responsibilities

Project delivery

- Deliver all key elements of the MMH Council project, in four localities, covering four different populations, implementing a model of community action led by women with lived experience
- Set up, convene, and facilitate the project governance board
- To research, identify and engage with local community and service organisations, and recruit and liaise with local core partner organisations
- Seek out, develop relationships, and work with other stakeholders, including health care professionals, voluntary and community organisations, commissioners, local authority staff, politicians, employers, and others with a shared commitment to achieving the objectives of the project
- With local partners, to recruit lived experience chairs and co-ordinators to lead the MMHA Councils
- Link with other organisations, groups, partnerships and local systems-change initiatives – such as Integrated Care Boards, Health and Wellbeing Boards, and Maternity and Neonatal Voices Partnerships
- Set up a national advisory group consisting of a range of representatives from partner organisations
- Identify and share learnings from the project to support wider MMHA campaigning
- Work with evaluation partners to build impact frameworks and support outcomes measurement
- Deliver events across the UK to disseminate learning and impact systems change

Project management

- Ensure the project is managed clearly and proportionately, with key decisions and activities documented
- Monitor delivery against agreed outcomes
- Maintain project plans and other relevant documentation, including risk registers
- Write reports, for external and external use, including for MMHA trustees and the Community Fund
- Capture notes and learning from key events and activities, including the MMH Councils, project governance board, and national advisory group
- Undertake administrative tasks which support the delivery of the project.

People and relationships

- Support and enable women with lived experience to become and remain leaders of this work
- Work with internal and external stakeholders to deliver the project.

Reporting, finance and compliance

- Ensure financial agreements and robust systems are in place with partners
- Manage day-to-day budgets, ensuring the project remains within agreed expenditure
- Ensure an effective process so that project stakeholders, including women with lived experience, are promptly reimbursed for any costs incurred

Other

- Ensure that the lived experience of women is central to the development of the project, and that a co-production approach is embedded throughout

- Embed MMHA's values throughout the project
- Work within and promote a culture of commitment, trust, mutual support and professional behaviour
- Work within and progress the MMHA EDI strategy and plan, and be a champion for anti-racist and anti-discriminatory behaviour
- Seek ways to learn and to improve performance
- Contribute to team development and innovation, working across the organisation to deliver impact for women, babies and families.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder may be asked to carry out other duties. Whilst most of the work will be undertaken in standard working hours, some work will be required in the early morning, evenings, or at weekends.

Skills and experience

Essential

Knowledge and experience

- Experience of leading large, complex projects, including coordinating between multiple delivery partners and ensuring project requirements are met
- A proven track record in project management
- Experience in shaping and influencing national and local policies
- Experience of campaign work designed to achieve change
- Experience of working with community or local organisations
- A demonstrable understanding of the needs of women, babies and their families facing inequity and injustice
- Understanding of co-production, community engagement and inclusive and safe practices
- Knowledge of health and social care (voluntary and statutory) and how to achieve system change at all levels.

Skills and attitudes

- Excellent people skills, with a proven ability to bring wide and diverse groups together, to develop and maintain partnerships and deliver joint activities
- Excellent communication skills, both verbal and written, capable of understanding complex issues and of tailoring communication to different audiences in a creative and accessible way
- Capable of engaging, motivating and leading teams of people with different backgrounds and interests, with an understanding of when to allow others to lead
- A confident negotiator, skilled at discussing with a range of stakeholders to come to agreed positions to ensure your projects are delivered to plan
- Proven ability to think ahead, set clear direction and formulate realistic objectives
- Creativity and problem-solving skills, and a collaborative and flexible approach.

Desirable

- Experience of working with experts by experience
- Experience of working in social justice, equality, and community development
- Understanding of perinatal mental health.
- Experience of working with and engaging member organisations.

How to apply

Application is by CV and a cover letter of no more than two pages of A4 each. In the cover letter, please explain how you meet the list of essential skills and experience detailed above.

We will be anonymising applications before shortlisting. To make this easier, please ensure that your cover letter includes your initials rather than a full name.

Applications should be sent to recruitment@maternalmentalhealthalliance.org by 10am on Tuesday 4th February 2025. Applications received after this time, or which do not follow the requested process, will not be considered.

First interviews are expected to take place online on Wednesday 12th February.

The MMHA is committed to increasing the diversity of our team. We would appreciate it if candidates could fill out our [equal opportunities monitoring form](#). This is anonymous and will not be linked to applications.

We are keen to ensure that our recruitment process helps us find the best candidate for the role, not the candidate who is best at completing applications and carrying out job interviews. If there is anything we can do to assist you in the recruitment process, or if you have any queries, please contact us at recruitment@maternalmentalhealthalliance.org.

The successful candidate will be appointed subject to satisfactory references and will need to undertake a DBS and other employment checks.