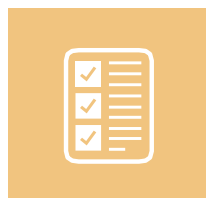


Public Mental Health Officer



Fixed term for 12 months  
Full time  
Location - Cardiff



Thank you for your interest in joining the superb team at the Mental Health Foundation.

This is a fantastic opportunity to join a growing organisation with an urgent and vital mission of prevention and promotion in mental health. For 70 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we have huge opportunities to make strides towards our vision of good mental health for all.

To achieve our vision, we are delivering our strategy, Making Prevention Happen. We have the financial resources to achieve a transformation in our reach and impact. To do that, we need to build an organisation that lives its values and has a strong and diverse team that is dynamic and committed to working together.

We work to manage and prevent mental health problems. More resources are being dedicated to services and treatment which we welcome but the prevention of poor mental health now stands as one of the defining social issues of our time.

There is much more to do, and we are looking for an exceptional Public Mental Health Officer to enable the Mental Health Foundation to be the most effective it can be.

In this document we present information about the Foundation and about this vital role. If you are up for the challenge, I hope you will get in touch.

Kind Regards



**Mark Rowland, CEO**





# WHO WE ARE

Our vision is good mental health for all.  
The Mental Health Foundation works to prevent mental health problems. We will drive change towards a mentally healthy society for all, and support communities, families and individuals to live mentally healthier lives, with a particular focus on those at greatest risk. The Foundation is the home of Mental Health Awareness Week.

## Making Prevention Happen

Since 1949, the Mental Health Foundation has been the UK's leading 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.

The Foundation aims to promote good mental health for all through research, policy, innovation, and campaigning.

## Our values:

**Side by Side**

**Walking our Talk**

**Determined Pioneers**

**Making a Difference**

## Our approach:

### **Tell the world**

We publish studies and reports on what protects mental health and the causes of poor mental health and how to tackle them.

### **Find solutions**

We test and evaluate the best approaches to improving mental health in communities and then roll them out as widely as possible.

### **Inform and empower**

We give advice to millions of people on mental health. We are most well-known for running Mental Health Awareness Week across the UK each year. We enable mentally healthier lives through public information and engagement.

### **Change policy and practice**

We propose solutions and campaign for change to address the underlying cause of poor mental health.

### **Build a strong Foundation**

We aim to become an exemplar employer and build an organisation that is financially sustainable and thriving



# ABOUT THE ROLE

<b>Place of work:</b>	Hybrid working and at the Cardiff Office: Brunel House, 2 Fitzalan Road, Cardiff CF24 0EB
<b>Grade:</b>	Grade C, Level 1, Scale points 1-4
<b>Salary:</b>	Starting at £31,350 rising to £35,381 (pro-rata)
<b>Contract type:</b>	Fixed term for 12 months (with potential for extension)
<b>Hours:</b>	35 hours (full time) Reduced from 35 hours on the same pay (to March '25) as part of our 32-hour week trial
<b>Department:</b>	Wales
<b>Reports to:</b>	Head of Wales
<b>Responsible for:</b>	Volunteers and sessional staff
<b>Budget responsibility:</b>	N/A

## Job purpose:

The Mental Health Foundation is committed to developing its work in Wales. We want to work with communities and stakeholders to increase knowledge and understanding of public mental health and build the evidence base to inform policy and practice. Using a public mental health approach, the Public Mental Health Officer will work with the Head of Wales to:

- Influence the development of public policies and practice related to mental health. You will work collaboratively with communities and organisations to advocate for policies that will influence mental health outcomes in Wales.
- Identify and evaluate the best approaches to improving mental health in communities. Work alongside community partners to deliver a broad range of mixed methods evaluation and research activities.
- Inform and empower communities to build capacity in public mental health approaches. As the Public Mental Health Officer, you will have the opportunity to embed public mental health approaches within systems and community settings and generate compelling evidence of how systems can act to support good mental health.



# JOB DESCRIPTION

Under the supervision of the Head of Wales, you will:

- Support the Head of Wales in implementing the MHF Strategy, working collaboratively with colleagues across the UK.
- Contribute to influencing, developing and implementing programmes, policy, and research, related to mental health, mental health inequalities and the social determinants of mental health.
- Work with people, communities, and organisations to build the evidence base on public mental health in Wales, through coproduction and collaboration.
- Engage with people, communities, and stakeholders to further the Foundation's strategy.
- Create opportunities for people from diverse backgrounds, and people with lived experience, to become involved and influence the Foundation's work.
- Build and grow the Foundations' relationships in Wales with communities and organisations.
- Represent the Foundation at external and internal events in a range of creative ways as agreed with the Head of Wales.
- Produce reports, publications, case studies, and presentations for internal and external stakeholders.
- Develop and utilise mixed evaluation methodologies to evidence impact. Support evaluation activities working closely with partners' and Foundation research teams.
- Build the capacity of partner organisations to test and evaluate public mental health approaches.
- Promote and/or facilitate training and workshops to support coproduction and public mental health approaches in local communities and organisations.
- Work to deadlines to ensure deliverables are met in a timely manner..
- Ensure that relevant policies including safeguarding, working with external partners and partnership agreements are implemented consistently.
- To observe confidentiality consistent with organisational policies and legislation and report any safeguarding issues promptly and appropriately.

## Key relationships

- To support and supervise sessional staff and volunteers where they are working on specific projects as agreed by the Head of Wales.
- Build and sustain strong partner relationships in Wales, in particular Single Parent Wellbeing.
- Work collaboratively with colleagues in the England/Scotland/Wales/Northern Ireland Teams and other departments.

## General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aims of Wales and UK Strategy.
- To act as a positive ambassador for the Foundation in all opportunities.
- To maintain a high standard of honesty and integrity in all aspects of the role maintaining good relationships with colleagues and external partners and to act in accordance with the Foundation's staff code of conduct.
- To uphold and promote the Foundation's commitment to equality, diversity and inclusion, and the value of lived experience.
- Share our commitment to safeguarding and promoting the wellbeing of our beneficiaries, staff, volunteers, and anyone else who comes into contact with our services
- To engage in learning and development activities appropriate to the role.
- To have due regard to health and safety issues.
- 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

	Essential	Desirable
<b>Knowledge and qualifications</b>	<ul style="list-style-type: none"><li>• A good understanding of the VCS and public sector in Wales, particularly in relation to mental health.</li><li>• A good understanding of co-production, and participatory approaches.</li><li>• Knowledge of impact measurement and evaluation methodologies.</li><li>• An understanding of inequalities and the social determinants of health.</li></ul>	<ul style="list-style-type: none"><li>• A qualification in public health, health promotion, community development, or social policy.</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Demonstrable communication skills (written and oral) to effectively communicate complex information clearly and understandably to policymakers, stakeholders, and the public.</li><li>• Ability to critically analyse and synthesise complex information to derive meaningful conclusions.</li><li>• Facilitation skills and the ability to plan and deliver training.</li><li>• Awareness of ethical guidelines in data collection, analysis, and reporting.</li></ul>	<ul style="list-style-type: none"><li>• Welsh Language skills.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven experience using quantitative and qualitative research and evaluation methods.</li><li>• Demonstrable experience engaging and collaborating with diverse stakeholders to gather input and build consensus around programmes, policy and research initiatives.</li><li>• Proven experience advocating for and influencing change.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with volunteers or volunteer led organisations.</li></ul>

	<ul style="list-style-type: none"><li>• Community development and capacity building.</li></ul>	
<b>MHF requirements</b>	<ul style="list-style-type: none"><li>• A commitment to working in accordance with the Foundation's values and essential principles as laid out in the Foundation's strategy.</li><li>• Committed to equality, diversity and inclusivity, as well as the Foundation's aims.</li><li>• Self-sufficient in the use of information and communications technology.</li><li>• Ability to self-manage a full and varied workload.</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>



## **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