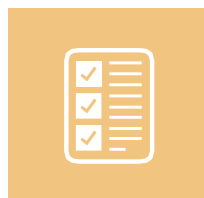
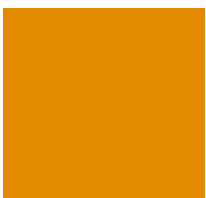


Project Officer

Fixed term for 12 months
Part time
Location - London



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 Project 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

Place of work:	Hybrid working remotely and at the London offices: 197 Long Lane, London, SE1 4PD
Grade:	Grade C , Level 1, Scale points 1 to 4
Salary:	Starting at £31,350 rising to £35,381 pro rata, plus London weighting of £3285 pro rata where applicable
Contract type:	Fixed term for 12 months
Hours:	Part time – 0.5 full time equivalent - 16 hours
Department:	Programme England Team
Reports to:	Project Manager (Creating Connections)
Responsible for:	Sessional workers / interns / work experience students as necessary
Budget responsibility:	None

Job purpose:

To support the planning and day to day delivery of the Creating Connections Project, funded by the Department for Health and Social Care (DHSC) Suicide Prevention Grant. The Project Officer will work closely with the Creating Connections Project Manager and other Project Managers to expand our existing peer support projects - UOK? and Young Mums Connect (YMC) - adapting them with a lens on suicide prevention. The work will be with young mothers in a community setting and young people in educational settings (with a focus on those who are care experienced).

The role will also be closely involved in developing workforce development training and other awareness raising activities such as a toolkit and campaign aimed at local decision-makers and those who commission services for young parents.

The role will be responsible for the development of project materials, support new and existing internal and external partnerships, facilitating coproduction and other project activities as required.

The project will predominantly be delivered in London working with existing partners but it may involve some travel to different educational settings across England.



JOB DESCRIPTION

Operational

- Support the Project Manager to work with existing MHF Project Managers and external partners to extend the number of Young Mums Groups and delivery sites for UOK?
- Responsible for developing the adapted materials needed for delivery of peer support for UOK? and YMC
- Facilitate in part, and where applicable, lead co-production workshops and other involvement of individuals with lived experience (both care experienced young people and young parents)
- Facilitate in part, and where applicable, lead the workforce development training to deliver a programme raising awareness of the specific needs of young parents, that is delivered to those who support young parents.
- Participate in the continuous improvement of both project models supporting the Project Manager to ensure that suicide prevention is built into the existing offer.
- Support the Project Manager with internal and external communication regarding the project.
- Responsible for ensuring administrative processes are in place where necessary and support with day-to day administration of the project.
- To observe confidentiality in all matters relating to group participants, consistent with organisational policies and legislation (e.g. safeguarding).
- To keep up to date with new evidence and information about mental health amongst young people especially parents and those who are care experienced, incorporating this into the training programme and other awareness raising tools, as appropriate.
- Support the ongoing development of the project and its related activities, contributing to the background research and evaluation.

Key relationships

- Line management (or Matrix Management) by the Project Manager (Creating Connections).
- Close working relationships with other Project Managers in Programmes England Team.
- Close working relationships with existing and new external partners including those where delivery is taking place.
- Close working relationships with internal teams to develop and promote the project, and support the Foundation's work and strategy

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of finding solutions, innovating targeted community programmes
- To act as a positive ambassador for the Foundation in all opportunities.

- To maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations 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.
- Safeguarding is everyone's business – Mental Health Foundation is committed to safeguarding and promoting the wellbeing of all its beneficiaries, those who surround them, its staff, volunteers, and anyone else who comes into contact with its services and therefore expects all trustees, staff, and volunteers to share this commitment.
- 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
Knowledge and qualifications	<ul style="list-style-type: none">• Evidenced knowledge of the different challenges and inequalities in the lives of young people, including young parents, and how they can impact their mental health.• Demonstrable knowledge of safeguarding policies and procedures and an ability to act appropriately and consult with the relevant professionals when a safeguarding concern arises.• Understanding of Project Management processes.• Demonstrable knowledge of appropriate ways to seek the views and knowledge of stakeholder groups, including young people (who may also be parents or care experienced).	<ul style="list-style-type: none">• Demonstrable understanding of the impact of racism and other power inequalities• Knowledge of the range of mental health and other support services that young people (including young parents) can access.• Understanding of how to use creative tools such as Canva.
Skills and abilities	<ul style="list-style-type: none">• Proven ability to work adaptively and creatively to resolve challenges.• Ability to work at pace.• Ability to work flexibly, adapting to different requirements with ease.• Demonstrable verbal and written communication skills.• Proven ability to work collaboratively within a team and also with a degree of independence.• Evidenced strong commitment to the issue of mental health and commitment to respecting diversity in all its forms.• Demonstrable relationship development and management skills with a wide range of stakeholders and	

	<p>partners.</p> <ul style="list-style-type: none"> • Strong organisational skills 	
Experience	<ul style="list-style-type: none"> • Evidenced relevant experience of Project Support. • Experience in supporting complex projects with multiple workstreams. • Proven experience of relationship management. 	<ul style="list-style-type: none"> • Experience in delivery of workforce training. • Relevant experience of group facilitation.
MHF requirements	<ul style="list-style-type: none"> • A commitment to working in accordance with the Foundation's values and essential principles as laid out in the Foundation's strategy. • Committed to equality, diversity and inclusivity, as well as the Foundation's aims. • Self-sufficient in the use of information and communications technology. • Ability to self-manage a full and varied workload. 	<ul style="list-style-type: none"> • N/A

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