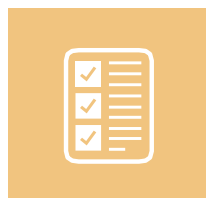


**Project Officer
(Education)**



Fixed term until 14th
March 2025
Full-time
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. We are building an organisation that lives its values and has a strong and diverse team that is dynamic, energetic 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

Determine 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.

Change policy and practice

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



ABOUT THE ROLE

Place of work:	Hybrid working remotely and at the London offices: 197 Long Lane, London, SE1 4PD with willingness to travel across the UK on occasion
Grade:	Grade C, Level 1, points 1-4
Salary:	Starting salary £31,350 rising to £35,381 plus London Weighting £3,285 pro rata
Contract type:	Fixed term until 14 th March 2025
Hours:	32 hours per week (full time) as part of our 32 hour week pilot
Department:	Families, Children and Young People / Programmes Division / Research, Policies, and Programmes Department
Reports to:	Project Manager (Higher Education), Families, Children and Young People (FCYP)
Budget responsibility:	N/A

Job purpose

To support the planning and day to day delivery of the U OK? project and other related work areas. The Project Officer will expand our existing project into further settings, working with students and key staff members to develop a student wellbeing role across universities and colleges nationwide.

[U OK?](#) is a series of student-designed and student-led peer-to-peer workshops and activities delivered in schools, colleges and universities. We train students to deliver workshops and mental health activities to their peers.

This role will actively recruit and manage relationships with universities, schools and colleges, be responsible for the development of project materials, support new and existing internal and external partnerships, and facilitate evaluation and training.



JOB DESCRIPTION

Operational

- Support the Project Manager in recruiting universities, schools and colleges to take part in the project.
- Support with maintaining relationships with participating universities, schools, and colleges throughout the project.
- Facilitate in part, and where applicable, lead development workshops, training and information sessions with participating students and other stakeholders
- Participate in the continuous evaluation and improvement of the project model and the administrative processes.
- Contribute to the development of new project resources and materials and curriculum.
- Support the scoping and development of new resources and projects.
- 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 promotion amongst young people, and incorporate this into the training programme, as appropriate.
- Support the ongoing development of the project and its related ongoing activities, contributing to the background research and evaluation.
- Support with the day-to-day administration of the project.

Key relationships

- Line management by the Project Manager (Higher Education).
- Close working relationships with participating universities, colleges and schools, educational partners, and relevant services.
- Close working relationships with internal teams to develop and promote the project, and support the Foundation's work and strategy.
- Close working relationships with external organisations supporting us to facilitate authentic coproduction with young people and develop new resources.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of finding solutions, innovating universal and 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	<ul style="list-style-type: none">• Demonstrable knowledge of appropriate ways to seek the views and knowledge of stakeholder groups, including pupils and the systems around them.• Evidenced knowledge of the different challenges and inequalities in the lives of children and young people 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.	<ul style="list-style-type: none">• Knowledge of the range of mental health and other support services that young people can access.• Understanding of coproduction methods.• Understanding of project evaluation approaches.• Degree or equivalent qualification in relevant health or social care or education.
Skills and Abilities	<ul style="list-style-type: none">• Evidence of the ability to engage easily with university, college, and sixth form students and the wider professional and educational institutions that support them.• Proven ability to work adaptively and creatively to resolve challenges.• Demonstrable verbal and written communication skills.	

	<ul style="list-style-type: none"> • 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 partners. 	
Experience	<ul style="list-style-type: none"> • Evidenced relevant experience of group facilitation and/or training. • Demonstrable experience of curriculum development. • Proven experience of relationship management. 	<ul style="list-style-type: none"> • Evidenced experience of supporting complex partnerships.
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