Welcome to the McPin Foundation

Thank you for your interest in our organisation and this Research and Training Manager position.

About us

The McPin Foundation exists to transform mental health research by placing people affected by mental health issues at its centre.

Our Vision
Our mission is to improve everyone's mental health through research informed and directed by expertise generated through lived experience. We want the value of lived experience of mental health issues to be upheld and embraced, which is why we put it at the heart of all our work.

Our Goals
To be a mental health research pioneer
To achieve change through influencing and research impact
To help people we are connected with to develop and flourish
To challenge inequality and injustice in society

Our Core Values
We **oppose oppression**. We stand against discrimination, abuse, inequality and violence in all its forms. We strive to equalise power imbalances in research and make McPin an inclusive organisation.

We are **compassionate**. We care about the work we do and the wellbeing of everyone connected to us. We approach our work with careful intentions and kindness. We support our colleagues and partners to deliver impactful work.

We are **collaborative**. We approach everything we do by centring lived experience and collective working to deliver meaningful research that improves lives. We listen to each other and value the expertise each person and organisation brings to our project or partnership.

We are **courageous**. We are guided by our beliefs to act confidently and boldly – sometimes making difficult decisions. We encourage everyone working with us to be pioneers, following the best and most meaningful approaches while striving to be innovative and creative.

The post holder will join a busy team at the McPin Foundation consisting of four sub-teams, all based in our offices in London, although we operate a hybrid working practice with all staff working from home some of the time. We also have a wider network of freelance and contracted advisors and researchers who work with us on specific projects around the country.

You can find out more about us at www.mcpin.org.

Job Description

Job Title:	**Prepared by:**
Research and Training Manager	Research Director
Location: Head office 7-14 Great Dover Street, London, SE1 4YR	**Closing Date:** Tuesday 20th February, 9 am

Terms and conditions

Hours: 37.5 hours per week (with possibility of some flexibility if post holder wanted 30 hour position)

Salary FTE: Starting from £37,524 per annum FTE (point 13)

Holidays FTE: 25 days plus 8 public holidays and 3 additional days at Christmas
Employment status: 2 year fixed term
Probationary period: 6 months
Notice period: 12 weeks

About the job

The post holder will join a busy research team at the McPin Foundation. We conduct a range of research and evaluation projects, support other people to use expertise from experience in research, and provide support, training and consultancy to the wider mental health sector. Much of our work is conducted in partnership with universities, charities, public sector organisations and NHS and social care professionals. This role will involve both project and people management, as well as responsibilities for responding to tenders and writing successful grant applications.

This important role has two core functions. **These are developing, leading and delivering research and evaluation projects, working in collaboration with team members, external partners, and particularly with people who have personal experience of mental health issues both as advisors and researchers using peer research methods. The second core function is designing, planning and delivering training to others (external groups and cohorts) in peer research, coproduction methods and patient/public involvement in research approaches.** This role will also involve supervising, supporting and working alongside others who use expertise from experience of mental health issues in their work as trainers and researchers, as well as line management of research team staff.

The post holder must uphold the values of the organisation. We encourage people with lived experience of mental health issues to work for us, drawing on their skills as well as their direct experiences of managing mental health issues.

This post will be based at our head office – 7-14 Great Dover Street, London, SE1 4YR, but some travelling in the UK will be required from time to time. We are operating a hybrid working model – with staff working both remotely and in the office, we expect the team to attend the office at least one day a week if possible.

Work with us

Our ambitious and friendly team conduct a range of mental health and evaluation projects, all of which place people with experience of mental health issues at their centre. **This post would ideally suit someone with excellent research, training and managerial skills who wants to develop their career further in a value-led organisation.** They must be willing to lead on projects with both internal and external stakeholders, and deliver training or mentoring to external stakeholders, with a commitment to research in making a positive impact on the lives of people living with mental health issues.

Our team is committed to transforming mental health research through collaboration, inclusion and a belief in equity and anti-oppressive behaviour. **We strongly encourage applications from Black people, People of Colour, people who are LGBTQIA+, those with a disability and those who identify themselves in marginalised groups, as well as people with lived experience of mental health issues.**

We offer benefits including a competitive salary, hybrid/flexible working, a NEST Pension scheme with 6% employer contribution, wellbeing support and mentoring scheme, an individual training budget and access to an Employee Assistance Programme and healthcare cash plan with Hospital Saturday Fund.

Key Responsibilities

- Develop, lead and support research and evaluation projects; delivering according to agreed research protocols, on time and within budget
- Supervise staff using McPin line management processes; encouraging staff to develop new skills and expertise
- Design and deliver research and evaluation training for external groups and cohorts – peer research, coproduction, patient and public involvement in research, and research methods. Also deliver training internally to staff.
- As a member of the managers group, responsible for cross organisation strategy development and delivery, progressing the organisation in line with mission, vision and values.
- Contribute to McPin's anti-oppression strategic objectives
- Supporting and working alongside others who use expertise from experience of mental health issues in their work both internally and externally – mentoring, providing appropriate emotional support if needed, role modelling
- Communicate and collaborate with academic and other partners, commissioners, and the wider mental health sector as required, including developing new project ideas
- Develop new research proposals and study designs, ensuring they meet the needs of commissioners and funders. Take the lead on writing evaluation tenders.
- Deliver research and evaluation studies using a range of methods including (but not restricted to): literature review, data collection, qualitative and quantitative analysis.
- Write and publish for peer review journals, funder reports and McPin published reports. Produce /contribute to innovative dissemination material – blogs, videos, podcasts, webinars.
- Contribute to a critical learning environment within the team, sharing your skills with colleagues as required and developing new ways of working
- Represent the McPin Foundation and speak at events, seminars and meetings promoting the aims and work of the organisation in line with McPin Foundation mission, vision and values.
- Work within McPin's principles, policies and procedures at all times.

The key responsibilities above give a broad outline of the functions of the post. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of post as allocated by your line manager. The outline of responsibilities may change from time to time.

Competencies

A post holder who is meeting the requirements of this role will demonstrate the following competencies in their work:

Quality

You encourage the delivery of high quality work across the team by developing and supporting SMART goals and clearly defined quality standards. You prioritise and organise your own and others' workload effectively. You take responsibility for the quality of your own and others' work. You coach and help to develop members of the team to improve performance. You demonstrate openness to new ways of doing things and continuous improvement. You resolve any quality issues and risks appropriately, seeking further support when necessary.

* SMART goal is defined as one that is specific, measurable, achievable, results-focused, and time-bound

Involving

You promote the involvement of expertise from experience in our work. This is to ensure that our mental health projects and communications address relevant questions that have the greatest impact on people's lives. You seek out opportunities to involve stakeholders in our work, mindful of our commitment to diversity and develop new ways of doing so, with a commitment to learning. You draw on your own lived experience if appropriate. You challenge unhelpful assumptions if and when they are found relevant to progressing involvement activities. You find innovative ways of promoting the importance of involvement work to the sector and public.

Inclusivity

You support equality and diversity at McPin. You take into account all opinions and perspectives to improve your work and advance the work of McPin. You treat others with respect even when they express views that differ to your own. You encourage the team to engage and ensure others listen. You challenge bias, prejudice and intolerance and aim to resolve any issues when possible, you are able to identify when an issue needs to be escalated to a manager. You are conscious of the impact of own behaviours on others. You encourage giving and receiving constructive feedback to improve your work. You act in accordance with our equality and diversity policy.

Collaboration

You develop collaborative working at McPin both within the organisation and through partnerships with other organisations. This includes leading your own project teams. You collaborate effectively with others and develop new ways of working to promote team development and cohesion. You recognise and resolve tensions and disagreements with others, engage with them to achieve a positive solution. You look for development and learning opportunities that complement the rest of the team.

Caring		You champion workplace wellbeing at McPin. You care for the wellbeing of those you line manage and everyone connected with McPin. You take responsibility for noticing and supporting workplace wellbeing for those who you line manage and others engaged in project work. You seek positive solutions when concerned about the wellbeing of others. You advocate for staff and team when required and work with Senior Leadership Team (SLT) to resolve issues.
Leading		You lead projects with minimal support and model effective leadership behaviours consistent with the values McPin. You provide supervision to members of the team, supporting the management of workload, their personal development and provide effective team leadership on projects.

Person Specification

E = Essential   **D = Desirable**

Knowledge
- Good understanding of mental health, the impact of mental health issues on people's lives, and the system and services operating to support people with mental health issues (E)
- Excellent understanding of qualitative and quantitative research methodologies, including statistical techniques used in social research (E)
- Excellent understanding of Public and Patient Involvement (PPI) in research and peer-led research (E)
- Good understanding of research governance principles and be able to operate safely and ethically within required procedures (E)
- Good understanding of intersectionality and a commitment to inclusivity, equity and anti-oppressive practices underpinned by continuous self-education to build appropriate knowledge (E)

Skills
- Able to design and deliver engaging training (online and in person) to small and large groups in a range of formats and adapt delivery based upon feedback (E)
- Good inter-personal skills and able to work effectively within a small team (E)
- Good people management skills (E), including coaching approach (D) and mentoring (D)
- Able to sensitively support and recognise need for support in others, taking into account principles of equity, diversity, inclusion and justice (E)
- Adept health services research and evaluation skills, being able to design new studies, and support others to deliver quality mental health research studies using both qualitative and quantitative approaches (E)
- Adept communicator – both oral and written - using well developed skills including presentation abilities and writing for a variety of audiences, including funders, academics, third sector organisations, policymakers, professionals and the public (E)
- Able to contribute to successful tenders for projects both research study protocols and applications, as well as evaluation tenders (E)
- Personal experience of mental health issues and using mental health services, and ability to draw on 'expertise from experience' in a researcher role (D) and support others in the team to do so sensitively, appropriately using reflexivity skills as part of the process (E)

Experience

- Experience of people management as a line manager or other role (E)
- Experience of applying research methods to a high standard, and of experience working in a research environment (E), working in a mental health research environment (D)
- Experience of analysing and writing up research (E), ideally including writing for peer review journal publication (D)
- Experience of developing, planning and delivering training in a range of formats to varying sized groups (E)
- Experience of building constructive working relationships with others, including senior managers, academics and other researchers, and manage complex situations (E)
- Experience of working with people with mental health issues and families/carers, preferably in a research setting, including public and patient involvement (E)

Qualifications
- Appropriate level of education and qualifications in order to demonstrate clear ability in skills, knowledge and competency for this post (E).