

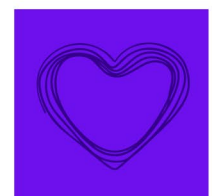
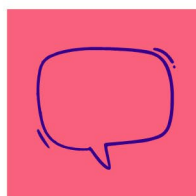
# MENTAL HEALTH FOUNDATION

VOX Policy &  
Participation Officer

Fixed term

Part-time

Glasgow



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. We work to prevent mental health problems and support people to live with good mental health.

Mental health is one of the most important foundations for a long and healthy life. But we need real change at a national, community and individual level to tackle inequalities and help people support and protect their mental health.

For 75 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we are ambitious and committed to making the biggest difference we can, motivated by our conviction that everyone deserves good mental health. We bring together research, community programs, public information and advocacy working together towards our four strategic objectives that guide our work.

We are a people powered charity that has the financial resources to achieve a step change in our reach and impact. And 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.

There is much more to do, and we are looking for an exceptional Policy & Participation Officer to enable VOX at 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

## Everyone deserves good mental health

Mental Health Foundation is the UK charity focused on preventing poor mental health and building and protecting good mental health.

We're the home of Mental Health Awareness Week.

Mental health is one of the most important foundations for a healthy and long life, and we believe everyone deserves good mental health.

No-one living in the UK should be deprived of the opportunity for good mental health because of who they are, the community they come from or where they live.

Poor mental health is not inevitable. There are things we can do as individuals, in our communities and across society to help us all to live with good mental health.

The Mental Health Foundation hosts Voices of Experience (VOX) Scotland from our Glasgow office.

[Vox Scotland | Scotland's national voice on mental health.](#)

VOX Scotland is a membership organisation run for and by its members, who all have living or lived experience of mental ill health. They represent members' views to Scottish Government, the NHS and others, to influence mental health policy and practice, making sure that laws and services reflect the needs and interest of VOX members.

VOX is a small team and their work focuses on collective advocacy and influencing policy. Some of this is done by responding to Scottish Government consultations, conducting research and providing training and lived experience input to service providers and universities.







## ABOUT THE ROLE

<b>Place of work:</b>	Hybrid working remotely and at the Glasgow offices: Moncrieff House, 69 West Nile Street, Glasgow G1 2QB
<b>Grade:</b>	Grade E
<b>Salary:</b>	Starting at £32,604 rising to £36,796 pro rata
<b>Contract type:</b>	Fixed term until 31 <sup>st</sup> March 2026 (extensions subject to funding)
<b>Hours:</b>	0.6 FTE (part time at 19.2 hours per week)
<b>Department:</b>	VOX Scotland
<b>Reports to:</b>	VOX Senior Development Officer
<b>Responsible for:</b>	Supervision of volunteers
<b>Budget responsibility:</b>	None

### Job purpose

VOX is Scotland's national voice on mental health, we represent our members' views to Scotland's politicians and health professionals to make sure Scotland's laws and mental health services reflect our members needs and interests. VOX's Board of Directors includes individuals who have lived and living experience of mental ill health. The role of the Policy and Participation Officer will be to work alongside the VOX Senior Development Officer to progress the key aims within VOX's business plan, including delivering on specific project and policy objectives and achieving required outcomes.



## JOB DESCRIPTION

- To support VOX Scotland respond to consultations which will influence the policies and laws in Scotland which impact people living with mental illness.
- To support VOX Scotland gather insights and experiences from our members and the wider public to enable us to deliver research and evidence around the experiences of people living with mental illness.
- To support the development of opportunities for those who have, or have had mental distress to influence the development of services with which they may engage.
- To act as deputy for VOX's Senior Development Officer when required on specified tasks and for supervising volunteers.
- To support the development of meetings and focus groups for people who have or have had lived experience of mental distress. This will involve both formal and informal groups and the post holder will develop effective engagement with various local and national groups.
- To assist the VOX Senior Development Officer in supporting individuals who have or have had mental ill health to connect with opportunities locally and nationally which will enable them to fully contribute to policy, practice and service development and planning debates.
- To assist with arranging inclusive, innovative events, activities and other methods to support VOX members to share their experiences.
- To represent VOX members' views and support VOX members at a range of meetings as agreed with VOX Senior Development Officer and VOX Manager.
- To provide links with other mental health members led groups and appropriate organisations and individuals in relation to policy or research work.
- To ensure we represent the views of diverse groups within our policy and research work
- To support the development of policy and consultation responses as directed from VOX's Manager and VOX Board based on VOX members' views, and utilise these responses as agreed with VOX's board and Manager.

- To undertake research to gather the experiences of people living with mental illness using a range of methods (such as interviews, focus groups and online surveys).
- To compile and write competent and meaningful reports in a way which reflects the views of VOX's members.
- To assist in the exchange of information and expertise between stakeholders including community organisations, lived experience and carer groups to develop service user views on key strategic areas as agreed with the VOX Senior Development Officer.
- To assist as required with the planning, facilitation and organisation of capacity building, training, networks and meetings.
- To promote and facilitate networking and the exchange of information and expertise among community organisations and members from diverse communities.
- To help build relationships with organisations who work with diverse communities, in order to develop involvement and understand key issues.
- To support our group membership by further developing our mechanism for bringing groups together.
- To support with carrying out, developing and undertaking appropriate monitoring and evaluation.
- To present progress on the key Strategic Priorities and outcomes identified in the VOX Strategy and work plan.
- To participate in the development and implementation of induction programmes for staff, volunteers and student placements as agreed with the VOX Manager
- Carry out all duties in accordance with legislative requirements and report to the VOX Manager any concerns or issues.
- To work closely with volunteers and student placements by providing day to day support and guidance and coordination of work as required.
- Maintain information in accordance with VOX Scotland and Mental Health Foundation's policy and procedures with particular regard to confidentiality and data protection.
- Participate and contribute to organisational and departmental development as required i.e. policy and procedural reviews.

## **General**

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aims of VOX
- To act as a positive ambassador for VOX 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
Knowledge and qualifications	<ul style="list-style-type: none"><li>• Demonstrable knowledge and understanding of human rights, social justice issues and the inequalities encountered by those who have experienced mental health problems.</li><li>• Demonstrable knowledge and understanding concepts of mental health promotion, prevention, and recovery, and of the impact of stigma on the lives of individuals experiencing mental distress.</li><li>• Relevant qualification or relevant experience.</li></ul>	<ul style="list-style-type: none"><li>• Degree or professional qualification in relevant subject (e.g. community development, social sciences, human rights)</li><li>• Demonstrable knowledge of the mental health environment in Scotland.</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>• Demonstrable ability to engage with the Scottish Policy, service and practice environments (mental health and social justice).</li><li>• Demonstrable clear and concise excellent oral and written presentation skills.</li><li>• Demonstrable facilitation &amp; engagement skills.</li><li>• Demonstrable ability to work both as a member of a team and independently.</li><li>• Demonstrable ability to work in a supportive way.</li></ul>	



	<ul style="list-style-type: none"> <li>• Demonstrable flexible and proactive working style, using one's own initiative to bring work to a successful conclusion.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable relevant experience in working within the Mental Health or related Field.</li> <li>• Demonstrable relevant experience in facilitating group discussions.</li> <li>• Evidenced experience of working alongside participants/people with lived experience of distress.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable experience of developing communication and influencing strategies.</li> <li>• Demonstrable experience of supervising and managing staff and volunteers.</li> </ul>
<b>MHF requirements</b>	<ul style="list-style-type: none"> <li>• A commitment to working in accordance with the Foundation's Essential Principles as laid out in the Foundation's Strategy.</li> <li>• Self-sufficient in 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