



For better
mental health

time to change

let's end mental health discrimination

Time to Change, within Mind's Networks and Communities Department

Job Description

Job title:	Head of Leadership and Engagement (Grade F)
Responsible to:	Mind Director of Networks and Communities
Responsible for:	Social Leadership Manager, Senior Grants Officer, Senior Community Engagement Officer, Mind Engagement Manager and Team Assistant
Hours:	35 hours per week
Located at:	Stratford, London (with regular travel)
Length of contract:	Fixed term to March 2015

Purpose of the job

Time to Change is an ambitious programme to end the stigma and discrimination faced by people with mental health problems, and is a partnership between Mind and Rethink with £20m from the Department of Health and Comic Relief. The programme consists of projects throughout England including a national social marketing campaign and local community initiatives as well as a dynamic social movement for change driven by a large network of activists, champions and organisations from all sectors.

The Head of Leadership and Engagement will be one of the most visible advocates for the leadership and engagement of people with mental health problems across Time to Change and Mind. They will provide leadership, vision and management for the Time to Change social leadership and community engagement work. They will also have strategic oversight of Mind's work to broaden and diversify the involvement and engagement of people with mental health problems in their local communities.

The post is based in the Networks and Communities Department at Mind, reporting to the Director. The Department works in partnership with Mind's extensive networks across England and Wales. Its aim is to ensure the provision of excellent quality local services and support for people with mental health problems, and to facilitate widespread community leadership and engagement of anyone with lived experience.

Scope of the job

The post holder is responsible for leading two pivotal projects for Time to Change, with a budget of c£2m per annum. The social leadership project will build an even larger and more diverse network of people with mental health problems who feel more empowered to challenge stigma and discrimination by playing a more active part (and for some a leadership role) in society at a local, regional and national level. The community engagement project strengthens this through a wide-ranging programme of grants, events and partner engagement. The team will also support a pool of people with mental health problems to advise and guide every aspect of Time to Change.

The postholder's work for Mind includes delivery of an ambitious target to ensure peer support is available for anyone with a mental health problem, and a programme of local influencing of mental health services by people with lived experience.

The post-holder will report to the Director of Networks and Communities, and liaise closely with the Time to Change Director. They will be expected to work an integrated way with Mind and Time to Change colleagues across the programme to deliver an effective programme that meets the overall programme outcomes for change amongst adults as well as children and young people and their families.

Mind aims to ensure that the needs and interests of mental health service users, women, black and minority ethnic communities, disabled people, lesbians, gay men, bisexuals and people of all ages are reflected in all its activities. The post-holder will be expected to work towards this aim.

Key responsibilities

For Time to Change:

1. Lead and oversee the establishment, management and delivery of the social leadership and community engagement aspects of the Time to Change programme, to meet the specific output targets and the overall programme outcomes
2. Lead on ensuring the voice of lived experience is central to all Time to Change activities and management and governance decisions
3. Work collaboratively with other senior managers in the Time to Change programme, ensuring all of the teams work in an integrated way to deliver an effective programme that meets the overall programme outcomes for change amongst adults as well as children and young people and their families
4. Contribute to management reviews and decision making as a member of the Time to Change Operational Management Team
5. Ensure fully integrated planning and delivery with all Time to Change projects and the Central Management Team by working effectively together on planning and delivery
Liaise closely with the Children and Young People's project team to manage the transition of people into the adult aspects of the programme
6. Ensure use of agreed evaluation tools and effective working with researchers assessing the impact of activities

For Mind:

7. Provide strategic oversight for Mind's work to promote the leadership and engagement of people with mental health problems at local level, ensuring that outcomes are clearly defined and achieved to the agreed standards and timescales
8. Ensure all the team's work reaches across diverse communities
9. Sit on the Networks and Communities Management Team inputting to the strategic development of the Department
10. Contribute to strategy work in Mind, and the delivery of Mind's strategic goals for 2012-16

For both:

11. Be one of Mind's, and Time to Change's, primary and most visible advocates for the empowerment and engagement of people with mental health problems (externally and internally)
12. Ensure the views of people with experience of mental health problems inform and guide all of the team's work and actively seek opportunities to involve people with lived experience in planning and delivery
13. Regularly review performance against targets and budgets (including re-forecasting), providing regular activity and financial reports for the management and governance teams and funders, detailing delivery against targets, and provide regular internal communications about the team's work
14. Manage the work of direct reports and other staff or volunteers as necessary, overseeing the work of the Leadership and Engagement team
15. Manage and oversee the team's budget, ensuring that resources are utilised effectively to achieve the outcomes and that there is close monitoring, tracking and reporting of budgets
16. Build strategic and operational partnerships to maximise the impact of the team's work
17. Represent Mind and Time to Change at conferences and events with policy makers, the media and others
18. Work in a positive, collaborative and cross-organisational way across One Mind and Time to Change ensuring synergies between work are maximised
19. Undertake other duties that may from time to time be necessary, and that are compatible with the nature and grade of this post

Expectations

1. To ensure all responsibilities and activities discharged within the post are consistent with the terms and spirit of Mind's policies

2. The post will be based in London but will be routinely expected to travel across England and Wales and work outside normal working hours, including some overnight stays away from home
3. To work independently and make decisions as appropriate
4. To develop positive relationships with key stakeholders
5. To attend and contribute to team, departmental and other relevant internal meetings
6. To attend and contribute to the training, supervision and appraisal process
7. To abide by the principles of the Data Protection Act with regards to confidentiality and security of Mind's work as appropriate
8. To use the organisation's resources effectively and efficiently
9. The nature of the post will require flexibility
10. To contribute towards making Mind a greener workplace

Mind

Person specification: Head of Leadership and Engagement

Essential criteria

- a) Experience of leading the delivery of a successful nationwide programme of at least £2m, with demonstrable experience in programme, project and budget management, evaluation and developing an evidence base
- b) Demonstrable experience of strategic planning and review, project management, performance management, and use of influencing, negotiation, and political judgement skills
- c) Demonstrable experience of having delivered successful large scale community-based programmes of empowerment and engagement, and reviewed performance against agreed targets and objectives
- d) Personal experience of mental health problems and openness to being a visible ambassador for people with mental health issues, using your personal experiences as appropriate to do so
- e) Ability to quickly establish credibility working in mental health
- f) Excellent skills in mainstreaming equalities and diversities issues into a programme, particularly reaching diverse communities
- g) A track record in working in partnership with the users of services / beneficiaries to ensure they are integral to the leadership and delivery of a programme of work
- h) Significant senior management experience including line management of both permanent and freelance staff and managing staff based across the country
- i) Excellent oral and written communication skills with internal and external audiences including formal presentations, speeches, reports and media work
- j) Empathy with Mind's aims and values, including an understanding of and commitment to Mind's equal opportunity policy
- k) Willingness and ability to travel and have occasional overnight stays in England and Wales

Desirable criteria

- l) An understanding of Mind and its networks, or similar structures within the voluntary sector
- m) An established and wide network of individuals and organisations within the "service user movement", and an in depth knowledge of good practice in involvement, empowerment and engagement
- n) Demonstrable knowledge and experience of working in mental health and in challenging stigma and discrimination

Mind (National Association for Mental Health)
Additional information
Head of Leadership and Engagement

Equal opportunities

All Mind employees must act at all times under the terms of Mind's equal opportunities policy.

No smoking

Mind operates a no-smoking policy and smoking is not permitted on Mind's premises.

Interview and travel expenses

Mind is prepared to pay travel expenses for those asked to attend an interview to a maximum of £175. However, the cheapest form of travel must always be used other than in exceptional circumstances in which case the agreement of the Head of Human Resources must be sought.

Conditions of employment

In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Mind, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

- National Insurance number
- Birth certificate or British passport
- Certificate of registration, or naturalisation as a British citizen
- Passport or documentation evidencing citizenship of an EEA country

Probation

The appointment is subject to a probation period of six months with notice periods as follows:

Salary Bands A to D (inclusive):	4 weeks notice in writing may be given on either side.
Salary Bands E to G (inclusive):	8 weeks notice in writing may be given by either side.

Salary

Grade F of Mind's salary scales. Starting salary £39,232 per annum plus £2,933 per annum geographical weighting, followed by 3 annual increments to £42,211 per annum. Increments will be subject to annual review in accordance with Mind's procedures.

Expenses

Out of pocket expenses will be payable at rates set out in Mind's staff handbook.

Hours of work/flexible working hours

A standard 35 hours per week within 8.00am to 7.30pm, Monday to Friday, excluding one hour break for lunch. Mind operates a flexible working hours scheme whereby members of staff can vary the time they start and finish work within the parameters agreed by their line managers. However, the core period of 10.00am to 4.00pm (excluding lunch break) are the times during which you must be at work. Time off will be given for work outside the standard hours. **Overtime is not payable.**

Holidays

On joining, pro rata on a 25 working days per annum scale. For the first and subsequent full holiday years thereafter, 25 days per annum. (The holiday year runs from 1 April to 31 March.)

Mind also has a flexible holiday policy whereby members of staff can carry forward five days leave into the following annual leave year and/or apply to buy or sell five days annual leave (pro-rata for part-time staff) as agreed by their line managers.

Public holidays

New Year's Day	Good Friday and Easter Monday
May Day	Spring Bank Holiday
Late Summer Bank Holiday	Christmas Day and Boxing Day

and, in addition, one extra day's holiday immediately following each of the above public holidays, except May Day and New Year's Day. Christmas and Boxing Day are followed by three Mind days.

Sabbatical leave/holiday of a lifetime

Staff are entitled to sabbatical leave or holiday of a lifetime after five years' service.

Sick pay

There is a sickness benefit scheme.

Mind pension scheme

Mind has a group personal pension plan, which is based on stakeholder terms and conditions. Subject to you making contributions at five per cent of salary, Mind will make contributions at seven per cent of salary. Further details about the pension plan are available from Human Resources.

Life assurance

Mind provides life assurance cover for all staff and new staff are required to complete and sign the relevant form on joining. For more details about life assurance cover for staff members please contact Human Resources.

Employee Assistance Programme

Mind provides all staff with access to a 24-hour Employee Assistance Programme. This includes free access to counselling services, financial and legal advice and help with education, health and family matters.

Training

Mind has central and departmental training budgets set aside to cover training and development for staff which is a requirement for their job or has been identified during appraisal or supervision as a job related training need.

Interest-free season ticket/bike loan

Mind offers an interest-free season ticket loan and a bicycle loan of up to £1000 to all members of staff once they have completed three months' service.

Childcare vouchers

Mind's childcare voucher scheme is open to all members of staff on the successful completion of their probation period. This is a government-approved scheme that allows employees to pay up to £55 per week from their gross pay for approved childcare costs before tax and NI is deducted.

Applications

Mind is an equal opportunities employer and will apply objective criteria to assess merit. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, nationality, religion, ethnic or national origin, sex, marital status, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Mind in particular is anxious not to discriminate against applicants who have received psychiatric services.

Selection criteria and procedures are always reviewed to ensure that individuals are selected,

promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress both within and outside the organisation. Mind is committed to a programme of action to make this policy fully effective.

Candidates who consider that they have not been fairly treated should write to the Head of Human Resources, Mind, 15-19 Broadway, London E15 4BQ within seven days of an interview, after which the matter will be investigated.

How to submit your application

Please submit:

1 x electronic copy of your application form

1 x electronic copy of your monitoring form

by email to recruitment@mind.org.uk **stating reference 12-02**

Closing date for completed application forms is: 12 noon on 14 Feb 2012

Response to advertisements for vacant posts has become extremely heavy resulting in an unacceptable increase in postage costs and a disproportionate amount of staff time used in processing applications. We regret, therefore, that it is now no longer possible to acknowledge receipt of application forms or to write personally to all applicants.

Interviews are expected to be week ending 2 March 2012. If you have made an application and have not heard anything by that date, you are asked to assume that your application has been unsuccessful. Should this be the case we would like to thank you for your time and effort in submitting your application and hope that this does not deter you from applying for other vacancies within Mind.