



## For better mental health

**Mind (National Association for Mental Health)**

**Time to Change**

**Job description**

**Job title:** Head of Programme Management, Time to Change

**Responsible to:** Director, Time to Change

**Responsible for:**

**Post holder 1:**  
Research and Evaluation Manager (0.6)  
Imagine Your Goals Project Officer (0.6) until March 2012  
Legacy Project Officer (0.6) until June 2012

**Post holder 2:**  
Portfolio Administrator/PA  
Governance Support Officer (0.6)

**Hours:** Post holder 1; 21 hours  
Post holder 2; 14 hours  
*Total of 35 hours per week as a job share*

**Based at:** Stratford, London

**Length of contract:** Fixed term contract to 31 March 2015

### **Purpose of 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. 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 portfolio consists of 7 national projects and a £2.7m grant fund for community work to challenge stigma and discrimination amongst adults and children and young people throughout England. The programme also includes a satellite project (a partnership with the Premier League, called 'Imagine Your Goals' with 16 league clubs delivery projects until March 2012).

Until June 2012 the post is also responsible for managing and reporting on the final activities from the first programme. This is mostly related to evaluation and work to record and disseminate the legacy and learning from the first four years of Time to Change.

The strategic responsibility for the management and performance of all local and national projects and evaluation within the portfolio will be allocated between the post holders. They will be responsible for reporting on project milestones and portfolio outcomes, financial management, compliance with funder reporting requirements, and co-ordination of the central management team in the second phase of Time to Change (leads will also be allocated between the post holders).

### **Scope of the job**

The post-holders will work closely with the TTC Director and with other members of the Senior Management Group and Operational Management Team to ensure the portfolio is meeting targets within budget and that funders are satisfied with progress. They will also work with partner finance teams and project leads and report to the SMG, the Programme Advisory Board, Mind Trustees and to funders.

This post has a key role in deputising for the TTC Director and both post holders will share this responsibility as well as share chairing the Operational Management Team with the Director. They will both have delegated responsibility for all project management and evaluation, and make recommendations on budget setting.

**Post holder 1** will have lead responsibility for co-ordinating the Central Management Team including recruitment and team planning.

Both Post holders will need to detail financial reporting and monitoring across the portfolio with a key responsibility that involves keeping detailed records of agreed budgetary changes and decisions across a £20m phase two budget, a £600,000 Imagine Your Goals budget, and the remaining phase on Big Lottery Fund grant.

The seven national projects are run by Mind or Rethink (the partners), with grant funded community projects delivered by 75 local and regional organisations, and the 16 'Imagine Your Goals' projects are delivered by Premier League Club Community Trusts.

Each post holder will be allocated lead line management responsibilities for members of staff in the Central Management Team and project leads.

The post holders are employed by Mind and will work closely with Mind and Rethink Mental Illness finance departments, and all project managers. They are required to operate within the financial guidelines of Mind as agreed by Mind's Council of Management.

Phase Two of Time to Change, and therefore this post, is funded by grants from the Department of Health and the Comic Relief.

**Post holder 1** will have responsibility for overseeing the completion of all phase one project activity and finance and activity reporting in addition to the development and dissemination of legacy materials (up until June 2012). There will also be a lead allocated for the management, delivery and reporting of the Imagine Your Goals programme until March 2012.

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 activities. The post-holder is expected to contribute to this aim.

The post holders will be responsible for overseeing the management of the progress of each of their respective projects, working with project managers, including reviewing progress against project activity, milestones, and overall portfolio outcome targets.

## **Key responsibilities**

### **Strategic Portfolio Management (Shared between both post holders)**

1. Take a lead role in the strategic management and delivery of the whole portfolio to agreed milestones and outcome targets
2. Undertake strategic delivery reviews, with colleagues from the Central Management Team, Senior Management Group and members of the Social Leadership network, and oversee the implementation of recommendations
3. Deputise for the TTC Director acting up in their absence, and oversee the effective co-ordination and planning of the central management team including recruitment
4. As a member of the Operational Management Team ensure effective partnership working at project lead levels and maintain close and effective relationships with all funders
5. Have overall responsibility for establishing and maintaining performance monitoring systems across the portfolio, including the evaluation programme, and recommend remedial action to manage identified risks.
6. Have lead responsibility for all financial management including the preparation and presentation of quarterly and annual budgets, monitoring, reviewing, re-forecasting and arranging funder audits (for the second phase and for completion of the first phase). They will oversee the work of the Mind's finance team and ensure effective joint working with partner finance leads.
7. Responsibility for meeting reporting deadlines to funders, the Senior Management Group, the Programme Board and Mind Trustees.
8. Liaise closely with the Children and Young People's project team to manage the transition of people into the adult aspects of the programme
9. Ensure the views of people with experience of mental health problems inform and guide the team's and all project work and actively seek opportunities to involve people with lived experience in delivery
10. Ensure the project reaches people in diverse communities, and, in particular, that it reaches people who have never previously been involved in anti-discrimination programmes at any level

## Direct Project Management

11. Both post holders will collectively manage the delivery and reporting of all seven national projects (that includes the £2.7m grant programme) and all evaluation against milestones, budgets, evaluation returns, and overall programme outcome targets. Each post holder will have allocated projects that they will have lead responsibility for.
12. **Both post holders will collectively have** responsibility for the performance management of allocated projects collecting and interpreting data and identifying those at risk of unsatisfactory performance and making recommendations for action.
13. **Post holder 1** will have lead responsibility for managing the evaluation programme, by managing the Research and Evaluation Manager and all related contracts with evaluation and research providers.
14. Both post holders will share responsibility for ensuring the management information database is maintained and used as a performance monitoring and risk assessment tool.
15. Both post holders will ensure the integration, delivery and planning of all national projects by facilitating Operational Management Team meetings and discussions.
16. Both post holders must ensure all projects adhere to Time to Change guidelines, contractual obligations of funders' terms and conditions, and partners' legal obligations within the partnership.

## Other key responsibilities

17. **Post holder 2** will be responsible for the effective operation of the office and admin systems in the Central Management Team..
18. Respective line management of TTC staff; as is currently detailed on page 1. This includes recruitment, supervision, appraisal and management of staff in accordance with Mind's policies and procedures. Lead responsibility for CMT staff members will be allocated between the post holders.
19. Co-ordinate the Central Management Team, including team meetings, quarterly portfolio meetings, external events, briefings and other events as part of the post (with **post holder 1** being the lead responsibility).
20. Both post holders will support the research, development and presentation of funding applications.
21. Both post holders will represent Time to Change at external events and meetings and deliver presentations acting as ambassador for the portfolio

## **Expectations (for both post holders)**

1. Develop effective working relationships with the Senior Management Group, Programme Advisory Board, funders and members of the Social Leadership network, with projects, Mind staff (particularly the finance department) and with portfolio partners and funders
2. Attend and contribute to portfolio team meetings and facilitate meetings between national projects, the evaluation team and other contracted providers.
3. Attend and contribute to supervision and appraisal processes.
4. Ensure that all responsibilities and activities discharged within this post are consistent with the terms and spirit of Mind's Equal Opportunities Policy.
5. Ensure that all legal and contractual terms and conditions of grants are adhered to.
6. Undertake other tasks and projects compatible with the nature and grade of this post, as may be specified by the TTC Director from time to time.
7. The nature of the post will require flexibility in terms of ways of working to deliver on objectives and of working outside a traditional office base.
8. The post holder is expected to travel to meetings throughout England, and to occasionally work unsociable hours, for example attending evening or weekend meetings/conferences.
9. Contribute to working towards making Mind a greener workplace.

## **Mind (National Association for Mental Health)**

### **Time to Change**

#### **Person specification: Head of Programme Management, Time to Change**

#### **Essential criteria**

##### **Experience:**

1. A systems-driven person qualified by relevant & proven project management experience.
2. Proven experience of detailed and accurate budget management and forecasts for significant amounts.
3. Experience of producing reports to funders and senior management teams, within agreed and often tight timescales.
4. Experience of managing a large scale programme and monitoring delivery of targets.
5. Proven experience of producing performance-led monitoring reports, and use of them to identify risk factors.
6. Proven experience of line management.
7. Experience of using leadership skills to deliver strategic programmes of work, or project stages. Implementing standards of practice across diverse projects, and monitoring the effectiveness of these standards.
8. Proven ability to proactively build effective working relationships with other staff/partners within a programme/project and with external stakeholders.
9. Excellent written and verbal communications skills and the ability to work with people at all levels.
10. Experience of project management for charities.
11. Experience of supporting funding applications.

##### **Ability and knowledge**

1. Experience of using project management systems and software.

##### **Other**

1. Willingness to be flexible about the work undertaken and ability to operate at all levels.
2. An understanding of and commitment to equal opportunities.
3. Empathy with Mind's aims and objectives.

##### **Desirable criteria**

1. Direct or indirect experience of mental distress.

## **Mind (National Association for Mental Health)**

### **Additional information**

TTC Head of Programme Management

### **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 £15,693 per annum, pro rata of £39,232 FTE plus £1173 per annum, pro rata of £2,933 FTE geographical weighting, followed by five annual increments to £16,884 per annum, pro rata of £42,211 FTE.

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 14 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](mailto:recruitment@mind.org.uk) **stating reference 12-04**

Closing date for completed application forms is: 12 noon on Tuesday 14 February 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 held on Wednesday 29 February 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.