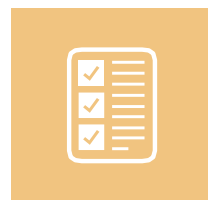
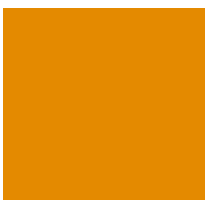


Senior Participation Officer

Fixed-term (27 months)
0.8 FTE
Glasgow, with travel In
Scotland



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 that vision, we are embarking on our next chapter with a new strategy for 2020-2025. We have the financial resources to achieve a transformation in our reach and impact. To do that, we need to build 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 experienced Senior Participation Officer to join our team and 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 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 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:	Glasgow
Grade:	Grade C, Level 2, Points 5-8
Salary:	Starting at £35,143 rising to £39,000 Pro-Rata
Contract type:	Fixed-term for 27 months
Hours:	0.8 FTE 28 hours per week
Directorate:	Scotland and Northern Ireland / Evidence and Impact
Reports to:	Head of Evidence and Impact
Responsible for:	Assistants/Consultants/Volunteers as required
Budget responsibility:	Project budgets

Job purpose

This is an exciting new role within our new Evidence and Impact Department for Scotland and Northern Ireland. You will be responsible for coordinating and supporting the Mental Health Policy Reference Group to the Health and Social Care Directorate in order to inform Scottish Government mental health policy development. As Senior Participation Officer, you will work with our partner organisation the ALLIANCE, the Health & Social Care Directorate and other stakeholders to establish the Mental Health Policy Reference Group, recruit and support Group members, liaise regularly with the Health and Social Care Directorate, and work flexibly with colleagues in research, programmes, policy & public affairs, and with external partners to ensure fulfilment of the scope and terms of reference of the Group.



JOB DESCRIPTION

Strategic

- Lead and coordinate a programme of work to recruit, develop, support and sustain a Mental Health Policy Reference Group of people from diverse perspectives including: lived experience of mental ill-health (diagnosed or undiagnosed), unpaid carers, and people from inequalities groups, to advise and inform the Scottish Government on mental health policy.
- Take a lead role in developing effective methods for supporting lived experience participation in policymaking in Scotland and advising internal and external stakeholders on participation.
- Advise the Health and Social Care Directorate of the Scottish Government on lived experience participation methods, drawing on the experience of the Group.
- Support and coordinate the partnership with the ALLIANCE to fulfil the project.
- Work collaboratively with the project partner, advisors, consultant and other stakeholders to coordinate the Group.
- Support the Head of Evidence & Impact and the rest of the Senior Management Team in Scotland to drive forward the Foundation's Strategic Plan.

Managerial

- Manage and support Assistants and Consultants as required.
- Build and maintain excellent and collegiate working relationships with key staff within the Scottish Government, the ALLIANCE and other stakeholder organisations.
- Manage the project budget and contribute to ensuring financial procedures are followed professionally.
- Report on the project, its operation and impact to project partners, Scottish Government officials and Senior Management within the Foundation.

Operational

- Coordinate and implement recruitment of Group members from diverse lived experience backgrounds and provide a rolling recruitment programme.
- Coordinate and implement induction, training and ongoing support of Group members.
- Provide and organise accessibility supports and services for Group members.
- Provide and organise ongoing communications support and information to Group members to facilitate their participation.
- Inform Group members about mental health and related public policy.
- Facilitate and support dialogue within the Group to develop and agree collective positions on mental health and related policy and on lived experience participation.
- Facilitate and coordinate dialogue between the Group and the Scottish Government.
- Develop the Group role description and lead the review of the Terms of Reference for the Group.
- Working with the Head of Evidence & Impact, and other colleagues as required, to develop appropriate policies, procedures and other arrangements to support the Group's meaningful participation.

Communication

- Engage with partners, high-level Scottish Government officials and stakeholders, in furtherance of the project and strategic objectives of the Foundation.
- Act as representative of the Mental Health Foundation at external steering groups and meetings as agreed.
- Feedback on project activities to Scotland and UK Foundation staff based in other offices as agreed by the Head of Evidence & Impact (Scotland & Northern Ireland).
- Disseminate the work of the Foundation through contributing to the production of written reports, publications and presentations for a variety of stakeholders.
- Assist in the review and dissemination of experiences and findings from the project to relevant audiences, both internal and external.

- Act as a positive ambassador for the Foundation in all opportunities, including through presentations, media engagements and partnerships.
- Represent the Foundation at conferences, working groups, coalitions and to the Scottish Government.
- Write content, articles and blogs on key issues and help in the development of external facing print and digital material.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- 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 code of conduct.
- To uphold and promote the foundation's commitment to equality, diversity and inclusion, and the value of lived experience.
- To have due regard to safeguarding and 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">• Relevant Masters degree or Bachelor's degree or equivalent relevant experience in community development, engagement or participation.• Evidenced considerable knowledge of public health and/or mental health policy or a related field, and good understanding of mental health, including well-being, distress, mental health problems and public mental health.• Demonstrable knowledge of public policy-making processes.• Evidenced substantial knowledge and understanding of structural, cultural and practical barriers to people's meaningful participation in policy and decision making.• Evidenced substantial knowledge and a sophisticated understanding of group facilitation methods.• Demonstrable comprehension of requirements and good practices to ensure accessibility, equality and non-discrimination in delivering programmes of work.• Proven knowledge and understanding of adult safeguarding issues.	<ul style="list-style-type: none">• Demonstrable knowledge of mental health service delivery and relevant legislation.
Skills and abilities	<ul style="list-style-type: none">• Demonstrable excellent writing skills.• Proven skill and ability in policy scoping and analysis.• Evidenced excellent communication skills with the ability to quickly build credibility and engage and influence a variety of	

	<p>professional and public audiences including senior levels of government.</p> <ul style="list-style-type: none"> • Demonstrable ability to develop a wide range of contacts and to develop and work in partnership internally and externally. • Evidenced outstanding organisational skills, including the ability to use initiative, to prioritise workload and work quickly and effectively under pressure. 	
Experience	<ul style="list-style-type: none"> • Evidenced experience of working alongside people with lived experience of mental ill-health and/or with lived experience of disadvantage due to social inequalities. • Relevant recent experience of facilitating meetings, discussions and wider programmes of work with people from a wide range of social backgrounds. • Demonstrable experience of delivering presentations and training. 	<ul style="list-style-type: none"> • Demonstrable experience of project management.
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