**MENTAL HEALTH NETWORK - GREATER GLASGOW**

**JOB DESCRIPTION**

**JOB TITLE: CAPACITY BUILDING WORKER**

**RESPONSIBLE TO: MANAGER**

**RESPONSIBLE FOR: MENTAL HEALTH NETWORK GREATER**

**GLASGOW& CLYDE SERVICE USERS & VOLUNTEERS**

**SALARY: £18,960 - £21,636**

**DEPENDANT ON EXPERIENCE**

**HOURS: 28 HOURS/WEEK**

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**1. JOB PURPOSE**

The principle role of the Capacity Building Worker is to increase and improve the capacity for effective and influential service user and carer involvement in the planning, decision making and implementation of services.

The postholder will also be responsible for ensuring the effective development of specific projects and programmes of work, utilising recovery self management programmes.

**2. KEY RESULT AREAS**

**SERVICE DEVELOPMENT**

1. To lead MHNGG’s service user and carer involvement, development and co-ordination work according to agreed targets, setting in place appropriate action plans and systems to achieve the agreed outcomes.
2. To work in partnership with service users, carers and independent and statutory agencies (for example voluntary organisations, carer organisations, NHS Structures such as PFPI (Patient Focus Public Involvement), PPF (Public Partnership Forum) in the planning and development of services.
3. To provide and support service users and carers develop their capacity to identify gaps and unmet needs within the mental health system.
4. To provide support and representation of service users and carers as appropriate.
5. To ensure that service users and carers of MHNGG are treated with dignity and respect at all times.
6. To develop, deliver and participate in events and conferences as appropriate.
7. To identify local needs in respect of community mental health services by consulting with services users, their carers and other communities of interest.

**STAKEHOLDER ENGAGEMENT**

1. Develop and sustain positive links and effective communication with relevant individuals and organisations.
2. Draft briefs, proposals and reports on areas of work.
3. Actively engage with different organisations and groups through meetings, events and delivery of presentations.
4. Seek and identify new and creative opportunities for raising awareness and marketing Mental Health Network.

**ADMINISTRATIVE ROLE**

1. To act as a point of contact for the service users and carers.
2. Assist in report collation and the reporting of work plan progress as required to the Manager as well as external stakeholders as required.
3. Identify and maintain systems for appropriate storage and efficient retrieval of all documentation.
4. Assist in minute taking for meetings across the broad range of internal and external engagement and partnership meetings.
5. Arrange and chair meetings as required – collating, preparing and distributing agenda and papers as necessary.
6. Maintain electronic filing systems

**ORGANISATIONAL AND PROFESSIONAL DEVELOPMENT**

1. To work as part of the team, to include regular attendance at team meetings.
2. To attend and actively participate in regular 1-2-1’s and annual appraisals.
3. To undertake relevant training and staff development activities as required.
4. To actively implement current policies and procedures, to contribute to their development to promote the efficient and effective running of the organisation.

**DECISIONS AND JUDGEMENTS**

The post holder will be responsible for areas of work in relation to partnership and stakeholder engagement as outlined in the job purpose. The post holder is expected to:

1. Exercise their own initiative, judgement and discretion in how the key objectives of the post are achieved.
2. Make recommendations on the best and most cost effective methods of communicating with different audiences and stakeholders.
3. Analyse and interpret information and assess the impact of any wider and national developments regarding the direction of the work of service user and carers.
4. Make judgements and decisions to set priorities and work flexibly in order to gain support with commissioners and stakeholders.
5. Prioritise and manage own workload with minimal supervision.

***ADDITIONAL INFORMATION:***

* Employers pension contribution offered
* Holiday Entitlement 25 annual leave plus 12 public holidays (Pro Rata)
* The Network currently operates hybrid working arrangements

**APRIL 2022**