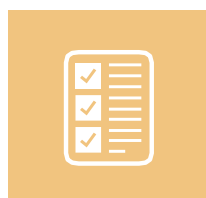


VOX Manager (Voices of Experience)

Fixed term to March 2025
Full-time 35 hours (part-time considered)
Location – Glasgow/Hybrid



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 our vision, we are delivering our strategy, Making Prevention Happen. 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 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 exceptional Manager to 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 vital 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 values:

Side by Side

Walking our Talk

Determined Pioneers

Making a Difference

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. We enable mentally healthier lives through public information and engagement.

Change policy and practice

We propose solutions and campaign for change to address the underlying cause of poor mental health.

Build a strong Foundation

We aim to become an exemplar employer and build an organisation that is financially sustainable and thriving



WHO WE ARE

Voices of Experience (VOX) Scotland is a national member-led mental health charity. We are a collective advocacy organisation for people with lived experience of mental health issues, representing their views to government, politicians and health professionals. We aim to ensure that Scotland's laws, policies and services reflect our members' needs and interests.

VOX set up:

VOX was founded in 2006 and is funded by the Scottish Government. We are a company limited by guarantee and a Scottish charity registered with OSCR.

VOX is hosted by Mental Health Foundation (Scotland). This means that our staff are employees of MHF and are based within its Glasgow offices. But our policies and priorities are set by VOX's elected Board of Directors.

Our work includes:

Our work includes collaborating with local and regional advocacy organisations to amplify our collective voices, enabling members to respond to Government consultations and proposals and providing training and development as required. We also produce our own resources and research reports, examples of which can be found on our website.

VOX is not a large organisation; we have only five funded posts at present. But we are ambitious and believe we have a massive role to play in the future development of Scotland's mental health system. This is an exciting time to join our small and committed staff team and to lead our work over what will be a very important time.

Further information is available from our website at <https://voxscotland.org.uk/>



ABOUT THE ROLE

Place of work:	Hybrid working remotely and at the Glasgow offices: McLellan Works, 274 Sauchiehall Street, Glasgow G2 3EH
Grade:	Grade B Level 1 Points 1 - 4
Salary:	Starting at £41,800 rising to £48,070
Contract type:	Fixed term to March 2025
Hours:	35 hours (full-time) but part-time considered
Department:	Scotland
Reports to:	VOX board of trustees (line managed by MHF Director Devolved Nations)
Responsible for:	Project staff, consultants, and volunteers
Budget responsibility:	Around £200,000

Job purpose:

This is an important senior post that will head up a separate sub-charity, Voices of Experience (VOX) who are Scotland's independent collective advocacy organisation representing people with lived experience of mental health issues. The role has responsibility for the VOX team, for all accounts, for supporting trustees and members, collaborating with government and engaging purposefully with other civil society organisations. The overall purpose is to ensure that members' voices are heard and shape national policy, practice and research. The role is line managed by the Mental Health Foundation but reports to VOX's elected board of trustees and members across the country.



JOB DESCRIPTION

Strategic

- To lead the strategic development and delivery of VOX's mission to ensure that the voices and perspectives of those with lived experience are heard across society at all levels in order to make change happen.
- Ensure that VOX retains its position as the primary national representative organisation for people with lived experience of mental health issues, including building relationships with Government officials, NHS, Local Authorities and other third sector organisations.
- Work closely with the Scottish Government as VOX's primary funder and ensure that good working relationships are maintained with senior staff in the Mental Health Directorate
- To identify opportunities for new areas of work and to develop and submit proposals of funding that serve VOX's mission.
- Effectively support and facilitate the work of the elected VOX board of trustees. This includes supporting delivery of VOX's Annual General Meeting of members.
- Lead the development of the VOX strategy and support the team to implement annual delivery plans
- Increase the profile, impact and reach of VOX across Scotland
- Ensure VOX complies with all relevant company and charity law obligations and acts in accordance with its Memorandum and Articles of Association at all times
- Ensure that best practice in evidence informed/based working is adhered to within individual projects from planning and development through to delivery, evaluation and dissemination.

Managerial

- Manage and support a team of programme staff including regular 1:1 supervision, coaching, appraisal, team meetings/building, training and development.
- Take responsibility for the co-ordination and management of VOX's budget, working with the Finance team.
- To lead all reporting requirements including required funder reports.
- Build and maintain excellent and collegiate working relationships across the UK Foundation, with VOX trustees, partner organisations and members.
- Be a positive member of the MHF senior team.
- To lead on safeguarding for the VOX team and engage with relevant training and meetings for this role.

Operational

- To deliver the agreed outcomes in VOX operational plan
- To ensure effective project management

- To ensure that Foundation policies and processes are followed in relation to project management, including budget management.
- To ensure that MHF monitoring requirements and funder reporting requirements are met and projects within your area of responsibility are delivered on time, to budget with maximum impact.

Communication

- To ensure trustees, members, manager and colleagues are kept up to date with progress and developments.
- To work with VOX board and Foundation external affairs colleagues to help tell a persuasive story of the development and delivery of VOX to media, public and stakeholders.
- To represent VOX at events, conferences and within external working groups and coalitions.
- To build profile of VOX and ensure regular communications to membership.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of good mental health for all.
- 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 staff code of conduct.
- To uphold and promote the Foundation's commitment to equality, diversity and inclusion, and the value of lived experience.
- To engage in learning and development activities appropriate to the role.
- 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">• Demonstrable understanding of the impact of racism and other power inequalities.• Proven understanding of mental health and social inequalities.• Clear understanding of the social and political context in Scotland and the impact of the voice of lived experience.	<ul style="list-style-type: none">• Relevant qualification or relevant experience.
Skills and abilities	<ul style="list-style-type: none">• Demonstrable ability to lead a small organisation operating at a national level, maximising its impact.• Proven people management skills to motivate, guide and develop trustees, staff, and volunteers.• Significant experience in co-production, community development for participatory methods• Excellent relationship development and credibility with funders, stakeholders, and partners at all levels.• Ability to implement and deliver an evaluation strategy to monitor and report on programme impact.• Proven communication skills including proficiency In Microsoft Office suite and online engagement tools (Teams, Zoom etc).• Ability to demonstrate a passion for the mission of the organisation.• Strong ambassadorial and communication skills with internal &	

	external stakeholders including at senior government levels.	
Experience	<ul style="list-style-type: none"> • Budget management experience in a relevant field. • Demonstrable experience of managing programmes of work in a relevant field on time and within budget. • Experience and understanding of relevant national and local strategies relevant to mental health. 	<ul style="list-style-type: none"> • Experience of supporting a membership organisation and board of trustees (or ability to do so) • Able and willing to speak to media and at events to communicate ideas clearly • Experience of supporting or leading successful funding applications. • Experience of engaging effectively with government and other civil society organisations
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. 	

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