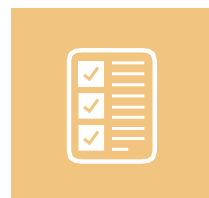


Project Manager



Fixed term to 31st March 2026
Full time
Location – Dundee with travel
Open to secondments



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 Project 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



ABOUT THE ROLE

Place of work:	Hybrid working within Dundee with some travel to Glasgow offices: 2nd Floor, Moncrieff House, 69 West Nile Street, Glasgow G1 2QB
Grade:	Grade C, Level 2, Scale points 5 to 8
Salary:	Starting at £36,724 rising via annual increments to £40,755
Contract type:	Fixed term 24 months (until 31 st March 2026) Secondment opportunity welcome
Hours:	Full time - 32 hours as part of our 32-hour week pilot (potentially returning to 35 hours after March 25)
Department:	Programmes (Devolved Nations)
Reports to:	Programme Manager/Associate Director
Responsible for:	Sessional staff
Budget responsibility:	Project specific activity

Job purpose:

The postholder will be part of the Mental Health Foundation team whilst working with key stakeholders in the Dundee area. They will lead the implementation of Together to Thrive - a targeted programme for at risk families, children and young people utilising a task sharing model which is responsive to community need.

Together to Thrive aims to deliver transformational change in how support is delivered to families. This includes the provision of support for parents of children (5 to 11) with neuro developmental needs who are currently on the CAMHS waiting list or identified via schools as having emerging neuro developmental differences. With the overall impact of providing early support and preventing escalation of children onto CAMHS waiting list where not required.

The postholder will draw upon the expertise from within MHF, local families and community partners, including NHS CAMHS Tayside, social work, education, and community-based organisations. They will build on learning from the first 18-month pilot, with the view to build relationships with new partners, identify key areas for future development and opportunities to embed the Together to Thrive model. This two-year phase has been funded by the Whole Family Wellbeing Fund.



JOB DESCRIPTION

Operational

- Work closely with the MHF Associate Director and the implementation team within Dundee (includes CAMHS staff and sessional parental advisors) to design, develop and deliver together to Thrive.
- Facilitate key programme activities, including but not limited to;
 - Co-ordination of capacity building training and support and coaching sessions with additional training cohorts over the next 2 years.
 - Oversight of all systems to support delivery including use of FORT system for referrals and case management.
 - Building and maintaining strong relationships with new and existing delivery partners.
 - Supporting innovation in the development of sustainable and scalable models for peer mentoring and support for parents.
- Utilise project planning tools and templates to ensure efficient and timely implementation of project deliverables as outlined in the programme workplan.
- Contribute to the design and development of high-quality accessible materials for programmes, ensuring alignment with relevant policy and standards for practice.
- Effectively manage relationships with a diverse range of stakeholders across Dundee.
- Work closely with MHF research and evaluation team and others to embed robust research and evaluation methodologies across the programme that will enable MHF and partners to understand and demonstrate the impact of the delivery model.
- Work to strict deadlines to ensure deliverables are met in a timely manner in accordance with the Foundation's contract with the funder.
- Report regularly to the Together to Thrive steering group and funders. This will include provision of progress reports, raise challenges in a timely way, and utilise oversight effectively.
- Work with the grants team to compile financial and project data including timescales for reporting to the funding partner
- Monitor the project budget monthly against Management Accounts and advise of variances, if any.
- Outreach to local communities and services, representing projects at external and internal events in a range of creative ways.
- Support, coach and direct, sessional staff, volunteers and students as required.
- Ensure that relevant policies including safeguarding, working with external partners and partnership agreements inform project development and delivery.
- To observe confidentiality in all matters relating to group participants consistent with organisational policies and legislation and report any safeguarding issues promptly and appropriately.

Key relationships

- Work effectively with wider implementation team.
- Make full use of support via line management and wider advisors (steering group and local partners).
- Further strong partner relationships between the Foundation and local community organisations, schools and statutory services.
- Work collaboratively with colleagues in the England/Scotland/Wales/Northern Ireland Programmes Teams and other departments.
- Close working relationship with relevant partners and wider services within the local area and beyond.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- Ensure the delivery model meets the strategic aims of the 'Connected Tayside Strategy', 'The Promise', the Scottish Government Strategy 'The Right Help at the Right Time in The Right Place' and the Mental Health Foundation strategic objective 2 for community-based psychosocial supports.
- 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">• Degree or equivalent qualification or demonstrable project management experience• Evidenced understanding of risk and protective factors that commonly impact mental health of families, children and young people• Demonstrable knowledge of peer led models.• Proven understanding of policy drivers within Scotland that relate to public mental health.• Understanding of data safety requirements and how to maintain appropriate data sharing solutions within partnership working.	<ul style="list-style-type: none">• Knowledge of current provision of mental health support available for families, children and young people in Scotland.• Knowledge of organisational change theory and methods for capacity building.• Knowledge and theory supporting a public health approach to mental health promotion.• Demonstrable understanding of the impact of racism and other power inequalities• A working knowledge of the CAMHS neurodevelopmental pathway for families and schools/ other referring agencies.
Skills and abilities	<ul style="list-style-type: none">• Proven evidence of the ability to engage with families, children and young people and the wider workforce members that support them.• Ability to think strategically and support implementation of sustainable models of delivery.• Demonstrable communication skills with the ability to convey concepts to a range of audiences.• Demonstrable ability to build and develop strategic relationships with stakeholders.• Proven facilitation skills, with an ability to creatively engage families, children and young people and a commitment to empowering approaches.	

	<ul style="list-style-type: none"> • A strong team player with a positive and energetic approach able to work in a dynamic environment. • Evidenced planning, organisational and time-management skills, able to work to own initiative. • Demonstrable evidence of effective project management and skills to achieve operational goals and priorities. 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working proactively to engage internal and external stakeholders in a shared vision. • Proven track record of developing and delivering accessible and engaging training for relevant workforce members, particularly in a youthwork or education context. • Experience of building community/organisational capacity to respond to the needs of families, children and young people. • Evidenced experience of empowering community members and amplifying less-heard voices • Proven experience of applying safeguarding and child protection policies and processes. 	<ul style="list-style-type: none"> • Experience of working in Dundee City with statutory and third sector organisations. • Demonstrable experience of managing budgets and maintain accurate accounts. • Ability to engage in creative thinking and planning to overcome systemic barriers to traditional organisational models of capacity building and funding. • Experience working with FORT and/or an understanding of Client Record Management Systems for recording and monitoring of referrals and case management. • Experience working in development of Children and Young People's mental health in the community.
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