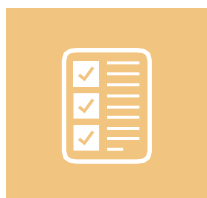


Senior Policy and Public Affairs Officer (Scotland)



Fixed-term (2 years)
Part time – 0.6 FTE
Location - Glasgow



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 Senior Policy & Public Affairs Officer 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 remotely and at the Glasgow offices: Moncrieff House, 69 West Nile Street, Glasgow G1 2QB
Grade:	Grade C, Level 2, Points 5-8
Salary:	Starting at £36,724 rising to £40,755 (pro-rata)
Contract type:	Fixed term for two years
Hours:	Part-time at 0.6 FTE. 21 hours per week, currently reduced to 19.2 hours on the same pay (to March '25) as part of our 32-hour week trial
Department:	Policy & Public Affairs Team in Scotland, Wales & Northern Ireland Directorate
Reports to:	Head of Policy & Public Affairs (Scotland, Wales & Northern Ireland)
Responsible for:	Policy interns/volunteers; policy consultants and potentially, Policy and Public Affairs Officer or Assistant
Budget responsibility:	Variable; delegated responsibility for project costs

Job purpose:

This is a senior role in the Policy and Public Affairs team and involves managing a portfolio of policy and influencing activities to support the Foundation's strategic objectives. The post holder has a significant role in developing the Foundation's policy and public affairs work in Scotland.

The post holder also provides senior policy and public affairs analysis, support and advice to colleagues across the organisation, including senior leaders and colleagues in Programmes, Research, Public Relations, Media and Digital teams. This is an exciting opportunity to join one of the UK's leading charities and to deliver social change, by addressing the root causes of mental health problems and improving the mental health of the population, particularly those who are most at risk of poor mental health.



JOB DESCRIPTION

Strategic

- To contribute to the development and delivery of strategic, organisational and campaign objectives through providing policy intelligence and analysis.
- To work with internal and external stakeholders to pursue these objectives to achieve change at local, regional and national level.
- To develop and sustain relationships with valuable decision-makers, influencers and allies that facilitate achievement of the organisation's objectives.
- To plan, manage and conduct policy activities ethically and professionally, in keeping with the goals, ethos and independence of the Foundation.
- To develop and implement impactful influencing plans.
- To provide policy and public affairs advice to colleagues across the Foundation.
- To present and promote the work of the Foundation at events, conferences and seminars in Scotland and elsewhere
- To support the Foundation's stakeholders, including people with lived experience, to be involved in the co-production of the Foundation's work.
- To act as a representative of the Foundation at external networks, coalitions and alliances; policy forums; steering groups and meetings, as agreed.
- To deputise for the Head of Policy & Public Affairs (Scotland, Wales & Northern Ireland) and other senior staff, in their absence .

Operational

- To develop and undertake policy advocacy using the work of the Foundation (especially research and programmes) through a range of policy and public affairs methods and channels to a variety of stakeholders.
- To identify, advise on and sustain relevant partnerships, coalitions and professional networks that support the realisation of the Foundation's vision and mission.
- To write evidence-based submissions, policy reports, position papers, briefings and blogs.
- To provide policy advice and briefings to the Director of Devolved Nations and Associate Director Scotland.

- To work closely with the public relations and media, and marketing and digital (media & digital) teams to amplify the Foundation's policy positions and campaigns.
- To monitor policy and public affairs developments related to the Foundation's vision, mission and strategic objectives.
- To respond to requests for policy advice and expertise from Foundation staff, external organisations and members of the public.
- To follow agreed project management procedures, keep records up to date and deliver work on time and within the agreed budget.
- To review the performance of policy activities to ensure they are delivering to stated deliverables and timescales, reporting and addressing risks and problems where identified.
- Where relevant, to report back to funders on progress of policy projects as required throughout the life of the project and on conclusion of the project.

Managerial

- To manage policy staff, interns or volunteers as agreed.
- To manage projects professionally and ethically, ensuring financial procedures are followed .

Communication / Liaison

- To develop a network of contacts that can support the Foundation's goals, including Government Ministers/MSPs/Peers/Councillors and their staff, civil servants, external organisations, public mental health professionals and people with lived experience of mental health problems and inequity.
- To support the clear articulation and dissemination of policy messages to external audiences where they will have positive impact on policy, practice, research and public and political discourse.
- To support and participate in media activities.
- To support the internal communication of policy and public affairs activities to colleagues and trustees.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of changing policy and practice.
- 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.
- Safeguarding is everyone's business – Mental Health Foundation is committed to safeguarding and promoting the wellbeing of all its beneficiaries, those who surround them, its staff, volunteers, and anyone else who comes into contact with its services and therefore expects all trustees, staff, and volunteers to share this commitment.
- To engage in learning and development activities appropriate to the role.
- To have due regard to 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 substantial knowledge of public health and/or mental health policy or a related field• Proven knowledge of the principles and ethics of policy work and how to involve marginalised groups in policy development.• Evidenced knowledge of advocacy and campaigning strategies and tactics.• Proven knowledge of how policy informs research and practice innovation.• Demonstrable knowledge of the Scottish Parliament and its systems.• Relevant qualification, with a strong curriculum focus on policy / politics or other relevant content.	<ul style="list-style-type: none">• A good understanding of mental health, including well-being, distress, mental health problems and public mental health.
Skills and abilities	<ul style="list-style-type: none">• Demonstrable skill and ability of policy scoping and analysis.• Demonstrable ability to shape and lead policy programmes professionally and strategically, working with others.• Demonstrable skill in developing and implementing work that addresses the need to hear and advocate for the most marginalised and seldom-heard voices in local and national public mental health policy e.g. people living in poverty, people with lived experience of mental health	

	<p>problems, refugees and asylum seekers, and minority communities.</p> <ul style="list-style-type: none"> • Proven skill in high quality written and verbal communication to a diverse range of audiences. • Evidenced ability to produce high-quality policy outputs: policy reports, briefings, position papers and blogs. • Demonstrable skill in building strong relationships with relevant external stakeholders including senior officials, elected representatives, people with experience of mental health problems and people who experience inequity. 	
Experience	<ul style="list-style-type: none"> • Evidenced experience of working in a public policy role, with experience of a range of policy and public affairs approaches and work. • Demonstrable experience of taking a policy lead, with a track record of meeting objectives and delivering projects and quality outputs to timescale. • Evidenced experience of parliamentary affairs. • Demonstrable experience of giving presentations. • Proven experience of staff management / volunteer support and the ability to deliver results through others. 	<ul style="list-style-type: none"> • Experience as a media spokesperson. • Experience of commissioning consultants and contract management, with demonstrable track record of getting projects delivered to agreed timescales and budget, and of minimising financial risk. • Demonstrable experience of working in a coalition.
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