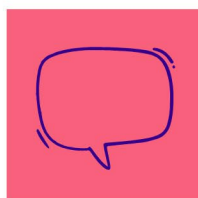


# MENTAL HEALTH FOUNDATION



Campaigns and Public Affairs Officer  
Fixed term to March '25  
Part-time  
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. We work to prevent mental health problems and support people to live with good mental health.

Mental health is one of the most important foundations for a long and healthy life. But we need real change at a national, community and individual level to tackle inequalities and help people support and protect their mental health.

For 75 years, we have been pushing forward the frontiers in our understanding of mental health. Interest has never been greater, and we are ambitious and committed to making the biggest difference we can, motivated by our conviction that everyone deserves good mental health. We bring together research, community programs, public information and advocacy working together towards our four strategic objectives that guide our work.

We are a people powered charity that has the financial resources to achieve a step change in our reach and impact. And we are building an organisation that lives its values and has a strong and diverse team that is dynamic, energetic and committed to working together.

There is much more to do, and we are looking for an exceptional Campaigns & Public Affairs Officer to enable VOX (Scotland's national lived experience members led charity, hosted by the Mental Health Foundation) 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

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.

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

### **Our approach:**

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 proving 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 will have up to five funded posts by March this year, 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.



# ABOUT THE ROLE

<b>Place of work:</b>	Hybrid working remotely and at the Glasgow offices: Moncrieff House, 69 West Nile Street, Glasgow G1 2QB With some travel across Scotland
<b>Grade:</b>	Grade C, Level 1, Scale points 1 to 4 Salary: £31,350 to £35,381
<b>Salary:</b>	£31,350 per annum pro rata to 0.6 full time equivalent
<b>Contract type:</b>	Fixed term to 31 <sup>st</sup> March 2025
<b>Hours:</b>	Part time at 3 days (21 hours) per week. Reduced on the same pay (to March '25) to 19.2 hours as part of our 32-hour week trial
<b>Department:</b>	VOX Scotland
<b>Reports to:</b>	VOX Manager
<b>Responsible for:</b>	N/A
<b>Budget responsibility:</b>	N/A

## Job purpose

Voices of Experience (VOX) is Scotland's national voice on mental health, VOX represent members' views to Scotland's politicians and health professionals to make sure Scotland's laws and mental health services reflect members needs and interests. VOX's Board of Directors includes individuals who have lived experience of mental illness.

This role will include day to day management of a portfolio of campaigning and public affairs work, including occasional specific projects, and engagement with external stakeholders to pursue the organisation's policy objectives and help to achieve policy changes at a national and local level. We would like this role to really step up our political influence and presence with contacts in the Scottish Parliament.

This role will work closely with our Senior Development Officer and Communications consultant



# JOB DESCRIPTION

The postholder will work closely with the VOX team. Key tasks will include:

## Strategic

- Lead on specific campaign priorities, influenced by VOX policy work and by our Senior Development Officer and Communications consultant.
- Initially, the area of particular focus for this role will be lived experience of the continuity of care from psychiatrists in Scotland.
- Work closely with the Senior Development Officer and other team members as appropriate to develop and deliver VOX policy objectives through campaigns and public affairs work.
- Develop and maintain strong professional networks with other public affairs officers within the mental health sector.
- Maintain key contacts and relationships within Scottish Government.
- Support the establishment and maintenance of effective partnership arrangements with other organisations as agreed, to strengthen the influence of VOX.

## Operational

- Work with the Senior Development Officer to maintain up-to-date knowledge of policy and legislative developments affecting services for people with lived or living experience of mental illness.
- Support the Senior Development Officer and VOX Manager with engagement sessions for stakeholders and VOX members enabling them to become involved with our policy work.
- Provide briefings for politicians and other external stakeholders based on VOX consultation responses, surveys and reports.
- Organise parliamentary and policy events.
- Act as a representative of VOX at external meetings, events and conferences as agreed.
- Deputise for other members of the team in their absence or where requested to do so.
- Carry out administrative duties as required.
- Travel on occasion within Scotland in order to attend events.
- Support the VOX Manager and the VOX Board of directors to carry out, develop and undertake appropriate monitoring and evaluation.

## General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of 'Those at greater risk of poor mental health receive preventative support through a sustainable, community based delivery model'.
- To act as a positive ambassador for the Foundation in all opportunities.
- To maintain a high standard of honesty and integrity in all aspects of the role maintaining good relationships 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.
- Share our commitment to safeguarding and promoting the wellbeing of our beneficiaries, staff, volunteers, and anyone else who comes into contact with our services
- 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"><li>• Relevant qualification or experience</li><li>• A strong understanding of the political landscape and parliamentary and governmental processes and confidence to influence parliament and civil servants to achieve policy / legislative change</li><li>• Knowledge of working sensitively with community members and people with lived experience; ensuring effective safeguards are in place to engage and empower people to act.</li><li>• Understanding of charity campaigning approaches and formats</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the mental health environment in Scotland.</li><li>• Demonstrable understanding of the impact of inequalities and adversity on mental health and wellbeing</li><li>• Demonstrable knowledge and understanding of human rights, social justice issues and the inequalities encountered by those who have experienced mental health problems</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>• Excellent writing skills, including the ability to write precisely and quickly for a range of audiences.</li><li>• Evidenced communication and interpersonal skills within a campaigning role</li><li>• Ability to organise events.</li><li>• Skilled in developing and sustaining partnerships with diverse organisations and individuals across the political spectrum.</li><li>• Demonstrable skills using online platforms to facilitate meetings and presentations such as Zoom, MS Teams etc.</li></ul>	<ul style="list-style-type: none"><li>• Ability to think creatively to overcome work related challenges</li></ul>

	<ul style="list-style-type: none"> <li>• Evidenced ability to work positively in a team and contribute to its success.</li> <li>• Ability to work flexibly, occasionally evenings and weekends</li> <li>• Ability to travel within Scotland</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with the Scottish Parliament and Scottish Government</li> <li>• Experience in developing and implementing ambitious social change campaigns at a national level</li> <li>• Experience of influencing key decision makers and public opinion through public facing campaigning and the media.</li> <li>• Experience of working alongside participants/people with lived experience of distress.</li> </ul>	
<b>MHF requirements</b>	<ul style="list-style-type: none"> <li>• A commitment to working in accordance with the Foundation's Essential Principles as laid out in the Foundation's Strategy.</li> <li>• Self-sufficient in use of information and communications technology.</li> <li>• Ability to self-manage a full and varied workload.</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>



## **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