



MENTAL HEALTH FOUNDATION



Project Assistant
Fixed term
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 Project Assistant 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.

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 D, Level 2, Scale points 1 - 4
Salary:	Starting at £26,125 rising to £29,260 pro rata to 0.5 full time equivalent
Contract type:	Fixed term until 30 th September 2026
Hours:	17.5 hours (part time, 2-3 days per week) Reduced to 16 hours on the same pay (to March '25) as part of our 32-hour week trial
Department:	Programmes, Scotland
Reports to:	Project Manager
Responsible for:	N/A
Budget responsibility:	N/A

Job purpose

You will work closely with the Programme Development Officer to support the development and delivery of Reclaiming Our Power. Reclaiming Our Power will explore the impact of racist microaggressions on mental health through creative peer support workshops with people with lived experience of racism, and will use learning to co-design and co-deliver learning opportunities to people working in delivering Glasgow's services. Through this project, you will support the delivery of creative peer support workshops and a corresponding art exhibition, the development and delivery of learning sessions and resources, and support volunteers.

The postholder will work closely with the Programme Development Officer and Project Manager (who will be their line manager).

This project and role are funded with thanks to the National Lottery Community Fund Scotland.





JOB DESCRIPTION

Key tasks will include:

- Outreach work with people from Black and minority ethnic communities (including refugees and people seeking asylum) and organisations that work with them across Glasgow
- Organise events including creative peer support workshops, volunteer meetings, and training sessions
- Support the co-development and co-delivery of tailored training to people training/working in public services
- Support project evaluation including creating and disseminating surveys, gathering quotes, and writing case studies
- Act as a key point of contact for group participants and volunteers, building relationships with them and responding to queries and concerns
- Providing administrative support for the project, including updating monitoring data and helping prepare reports
- Work effectively with team members to ensure that the project is delivered to agreed timescales, identifying and helping to address problems where they arise
- To represent and promote the work of the Foundation at events and conferences as required

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">• Relevant qualification or relevant experience• Evidenced knowledge and understanding of inequalities and discrimination, and how these impact racialized communities• Demonstrable knowledge, understanding and connections with organisations working with Black and minority ethnic communities, including people seeking asylum and refugees, in Scotland• Evidenced understanding of the importance of confidentiality and safeguarding• Demonstrable understanding of the impact of inequalities and adversity on mental health and wellbeing	<ul style="list-style-type: none">• Knowledge of community development approaches• Knowledge and understanding of the refugee experience and the asylum system, and how this impacts on mental health and wellbeing
Skills and abilities	<ul style="list-style-type: none">• Evidenced verbal and written communication skills and interpersonal skills• Demonstrable skills using online platforms (e.g. Zoom and MT Team) to facilitate online events• Proven facilitation skills• Ability to work flexibly (with advance notice), occasionally on evenings and weekends• Ability to build effective relationships and work collaboratively with individuals and organisations across a wide variety of communities• Evidenced ability to work positively in a team and contribute to its success	

	<ul style="list-style-type: none"> • Evidenced ability to adapt to the changing needs of the project as they develop • Ability to think creatively to overcome work related challenges 	
Experience	<ul style="list-style-type: none"> • A strong commitment to diversity, equity, and inclusion • Demonstrable experience of organising and running community led initiatives • Supporting event management, both in person and online 	<ul style="list-style-type: none"> • Lived experience of the challenges faced by Black and minority ethnic Communities • Developing and delivering training to a range of stakeholders • Working in community settings using artistic and creative approaches to discuss and address social issues
MHF requirements	<ul style="list-style-type: none"> • A commitment to working in accordance with the Foundation's Essential Principles as laid out in the Foundation's Strategy. • Self-sufficient in 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