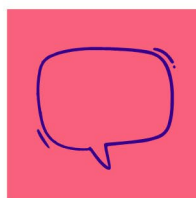


MENTAL HEALTH FOUNDATION

Programme Development
Officer
Fixed term
Part-time (0.5)
Belfast



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 Programme Development 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.

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 Belfast offices: 14 College Square North, Belfast, BT1 6AS
Grade:	Grade C Level 1, Scale points 1 to 4 [£31,350 to £35,381]
Salary:	£31,350 pro rata to 0.5 full time equivalent
Contract type:	Fixed term for 2 years
Hours:	17.5 hours (part time, to be worked flexibly) Reduced to 16 hours on the same pay (to March '25) as part of our 32-hour week trial
Department:	Northern Ireland
Reports to:	Head of Northern Ireland
Responsible for:	Volunteers and sessional staff.
Budget responsibility:	N/A

Job purpose

The Mental Health Foundation is committed to developing its work in Northern Ireland. We want to work with communities to create and deliver projects to test and evaluate the best approaches to improving mental health in communities here. Using a public mental health approach, the Project Development Officer will work with the Head of Northern Ireland to co-design projects to deliver preventative interventions in community settings to identify what works.

As Programme Development Officer, you will primarily work on the Wee Group Peer Support Project led by the Health Living Centre Alliance, which we are a partner in. You will work with Healthy Living Centres across NI to develop and deliver training to support the centres in setting up Peer Support Groups for people with long-term health conditions. Peer Support for people with long-term physical health conditions is evidenced as a preventative mental health intervention, and the Foundation has resources and materials that would support the development of the content for the project.



Healthy Living Centre Alliance



JOB DESCRIPTION

Overall

- Engage with communities and their organisations to identify opportunities to develop innovative preventative intervention projects in community settings.
- In collaboration with the Head of NI to develop and support the implementation of specific interventions delivered within NI.
- Engage and influence stakeholders to support communities in scaling solutions that work.
- Support the development of and facilitate workshops and training.
- Work with colleagues to evaluate and evidence what has worked and what hasn't in line with the Foundation's strategy.
- Keep up-to-date with evidence and policy on good mental health and the social determinants.

Role Responsibilities

Under the supervision of the Head of Northern Ireland, you will:

- Undertake a training needs analysis for the Centre staff responsible for delivering peer support groups for people with long-term health conditions.
- Draw on existing Foundation knowledge and experience and work with the Healthy Living Centre Alliance to develop and deliver training and support on setting up and running peer support groups for people with long-term physical health conditions.
- Support with planning and delivering the project's training and capacity-building elements, working in partnership with the Project Coordinator and the Steering group.
- Contribute to producing comprehensive project plans, including agreed objectives, outcomes and measures, budget, deliverables and milestones.
- Follow the agreed and relevant project management procedures and keep project management records up to date.
- Support the review of project performance to ensure they are delivering to agreed deliverables and timescales, reporting and helping to address projects where identified.
- Assist in reporting back to funders on the progress of projects as required throughout the project's life and at its conclusion.

- Ensure professional financial procedures are followed, including supporting senior staff in developing and managing budgets and identifying risk.
- Engage with partners and stakeholders in furtherance of the policy and strategic objectives of the Foundation.
- Act as a representative of the Foundation at external steering groups and meetings as agreed with the Head of NI.

General

- To promote and support the achievement of the Foundation's mission, goals and values.
- To support the strategic aim of the Foundation in Northern Ireland.
- 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">• A qualification in health promotion / or public health / or community development.
Skills and abilities	<ul style="list-style-type: none">• Evidenced ability to co-design projects with partner organisations.• Demonstrable ability to develop, plan and deliver projects within timescales.• Proven ability to develop and deliver capacity-building training to community organisations.• Demonstrable IT Skills (including PowerPoint)	N/A
Experience	<ul style="list-style-type: none">• Experience of working with people with long-term health conditions and/or organisations who support people with long-term health conditions.• Demonstrable experience of group work facilitation.• Experience of developing and delivering training.• Experience of evaluating and monitoring project outputs and outcomes.• Demonstrable experience of working within health and/or community development.• Evidence of successful partnership working.	N/A

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