

Newport Mind

Job Description

TITLE:	Project Manager Bridging the Gap
RESPONSIBLE TO:	Chief Executive Officer
GRADE:	NJC 23- 27 £26,999 - £30,507 pro rata
HOURS:	Part-Time 22.5 hours/3 days a week
CONTRACT:	Fixed term until 31 st December 2023, subject to continuation funding.

PURPOSE OF POST:

The purpose of this post is to manage, coordinate and promote the introduction, development and on-going work of Newport Mind's Comic Relief funded Bridging the Gap project (the project) to achieve the changes, benefits to people and the activities set out in the Comic Relief project proposal all within a set budget.

This exciting and innovative project will offer support for families and young people in Newport, using restorative and resilience approaches to address trauma and reduce the impact of poor mental health. We'll target our work towards those experiencing multiple disadvantage, including deprived areas such as Pillgwenlly, the BAME community, and young people experiencing trauma.

This project will create a platform for young people to access mental health support, and a place for families to explore the impact of daily life when a family member is experiencing mental health challenges.

PRINCIPAL RESPONSIBILITIES:

1. Provide leadership for the staff and partners involved in the project, line managing the staff of the project based at Newport Mind, providing supervision, undertaking appraisals and managing their performance, reporting to the Chief Executive Officer of Newport Mind and acting as the primary point of contact with Comic Relief.
2. Ensure that the project achieves its aims and outcomes by developing the following, in conjunction with the Project Board, Literature Wales and Maindee Youth project:-

- (i) a peer support service (including the processes, materials and systems for the recruitment, selection, training, placement and support of peer to peer support volunteers), for project workers to use to increase the availability of early support for young people with their mental health problems.
- (ii) a suite of interactive, experiential, skills and restorative based interventions to be delivered by the project workers, to improve the ability and resilience of young people with mental health problems to better manage life transitions alongside their families
- (iii) a family based restorative approach framework for project workers to use in the delivery of support, to enable families to manage conflict and improve communication in the face of mental health related trauma- particularly for young people from deprived areas such as Pillgwenlly, the BAME community, and the LGBT community
- (iv) a comprehensive research and evaluation system for the project to understand the strengths and weaknesses of the approach to promote the outcomes widely at local, regional and national level and to use the evidence to advocate for improvement and changes in the support for young people with mental health problems, ensuring that other organisations and individuals can learn from and use the approaches developed by the project.

3. Actively manage the project, its workers, resources and finances to ensure that the changes, benefits to people and the activities are achieved within the timescales and the budgets in the project proposal and offer letter.

4. Manage the partners on the project in a collaborative and constructive way, using the appropriate mechanisms for consulting, engaging and making decisions about the project and its delivery.

5. Ensure that the project links in and adds value to appropriate local, regional and national plans, strategies or initiatives

6. Draw up terms of reference for the project partners and facilitate regular meetings reporting on the project and ensuring that the views of Wellbeing Ambassadors (young volunteers) informs the project development.

7. Work closely with statutory bodies so that the project creates synergy with, and does not duplicate, statutory services, developing close links and good working relationships with services for young people such as in education, social services, health and probation.

8. Design and deliver a communications and engagement plan to include the participation of project workers, partners, and statutory and third sector stakeholders.

9. Coordinate the production of an annual report, evaluation reports and other publicity material about the project to distribute and publicise to key stakeholders, local, regional and national forums.

10. Produce and deliver presentations, workshops and training at conferences and other events to promote the services the project provides, to share the learning from the project, to influence key stakeholders on policy development and funding opportunities to support the sustainability of the project.

11. Coordinate the setting up of, and supervise the use of, the online case management and outcomes database to record the details of all the activities and outcomes of the project and the young people involved in the project.

12. Ensure that equality and diversity are central to the delivery of the project and to the personal working practices of all project staff to proactively address disadvantage, inequalities, stigma and discrimination making sure that active steps are taken to reach beneficiaries from marginalised or disadvantaged groups.

13. Work in accordance with best practice, legal requirements, the policies of Newport Mind, and policies proscribed by the funders and to lead on, and contribute to, the development of the policies required by the project.

14. Support service developments through researching relevant models of good practice, disseminating good practice guidelines, developing and leading on multi agency projects or partnerships and initiating new services or provision becoming recognised as an expert on the mental health of young people and life transitions.

15. Work imaginatively with students, volunteers, community members and people accessing services providing individuals and groups with support, guidance, advice, training and supervision to to achieve the objectives of the project.

EXPECTATIONS

1. To work in line with, and to support the delivery of, the vision, mission, values and goals of Newport Mind and to be a champion for Newport Mind at all times.

2. Adhere to and work within all the policies of Newport Mind and Comic Relief, such as child protection policy, protection of vulnerable adults, confidentiality and data protection policies, and the policies contained within the employee handbook.

3. To actively participate, engage with, and respond to, the Newport Mind supervision and appraisal processes.

4. To attend and positively contribute to Newport Mind, Literature Wales, Maindee Youth Project, Young Person's Advisory Panel and other relevant meetings in agreement with the Chief Executive Officer.

5. To attend and positively contribute to Newport Mind, Minds in Gwent and relevant training as required.

6. To actively contribute to a positive, supportive and constructive working ethos, relationships and environment with Newport Mind, partner organisations and other organisations.

7. To contribute to making Newport Mind a greener workplace.

8. To support and contribute to our overall aim of the participation of people with experience of mental health problems and to be committed to working alongside people with experience of mental health problems, as colleagues, (paid & unpaid) experts and campaigners.

9. To travel to meetings and conferences in connection with the project including some occasional overnight stays in agreement with the Chief Executive Officer of Newport Mind.

10. To be flexible, adaptable and undertake other work that supports the aims of Newport Mind, the aims of the project and the aims of Mind.

Criminal Records Bureau Check

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job, each point should be addressed in your application form. The second column indicates whether the characteristic is essential (E) or desirable (D).

Experience	
1. Experience of project leadership, management and development including of staff, resources and finances.	E
2. Experience of promoting, delivering and developing community-based interventions, self-management courses, programmes and groups.	E
3. Experience of delivering and developing interventions for families using different approaches such as restorative and resilience-based approaches.	E
4. Experience of providing direct support to young people with mental health problems particularly around trauma and Adverse Childhood Experiences (ACE's)	E
5. Experience of volunteer recruitment, selection, training and support.	E
6. Experience of different models of direct support to young people with mental health problems particularly around life transitions.	E
7. Experience of developing and implementing research, evaluation and monitoring systems and frameworks, using the information to produce high quality reports.	E
8. Experience of developing and leading collaborative projects with partner organisations to achieve objectives in line with plans.	E
9. Experience of working successfully with a diverse range of stakeholders in the delivery of a service across organisational boundaries and interests to achieve outcomes.	E
10. Experience of project promotion and marketing including developing and delivering a communications and engagement plan for different audiences.	E
11. Direct or indirect experience of mental health problems.	D
Skills/Abilities	
12. Excellent oral and written communication skills with the ability to communicate to high standard with a diverse range of people and audiences at different levels of understanding and ability.	E
13. Able to confidently devise and deliver presentations, workshops,	E

training and courses to a variety of audiences and groups.	
14. Able to network and build effective working relationships with a spectrum of individuals, groups and organisations.	E
15. Able to work successfully on your own initiative and as part of a number of teams and partnerships.	E
16. Able to organise and prioritise own workload effectively to meet job and project objectives.	E
Equality and Diversity	
17. Able to identify, understand and respond to the differential impact that disadvantage, inequality, stigma and discrimination have on individuals, communities and groups.	E
18. A demonstrable commitment to equality of opportunity and a positive approach to diversity.	E
19. A demonstrable commitment to working alongside people with mental health problems or experience of mental health problems as colleagues.	E
Specialist Knowledge	
19. A good knowledge and understanding of restorative approaches in mental health and mental wellbeing of young people and their families including in the wider context of statutory services, legislation, policies and strategies.	E
20. An in depth knowledge and understanding of project development and management in the context of collaborative and partnership working.	D
21. Knowledge of evidence based approaches to early intervention support for young people with mental health problems and their families, including self-management, peer to peer support and transitions.	E
Education and Training	
22. A relevant degree or equivalent experience suitable to the role.	E
23. Training relevant to the role such as project management, working with young people and mental health.	D
Other Requirements	
24. A commitment to acquiring the skills, knowledge and understanding, through training and other opportunities, to become an expert in restorative and resilience approaches in early intervention and support to working and engaging with young people with mental health problems and their families.	E

25.	Willingness to be flexible in meeting the needs of people with mental health problems, the needs of Newport Mind and the needs of the project as appropriate to the role.	E
26.	Commitment to the Welsh Language in the delivery of the project.	E
27.	A commitment to the ethos and values of Mind and Newport Mind.	E
28.	A clean driving licence and access to a car	E

We will consider any reasonable adjustments under the terms of the Equalities and Human Rights Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and to attend an interview.

The Job-holder will ensure that Newport Mind's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Child Protection and the Protection of Vulnerable Adults
- (ii) Equalities and Human Rights
- (iii) Health and Safety
- (iv) Data Protection.