



## **For better mental health**

### **Job description**

<b>Job title:</b>	Sport and Mental Health Project Officer
<b>Responsible to:</b>	Time to Change Project Manager
<b>Hours:</b>	21
<b>Based at:</b>	Stratford, London
<b>Length of contract:</b>	Fixed term for 12 months

### **Purpose of job**

Time to Change has funding from the Department of Health to work with football organisations, including the Football Association (FA), the Premier League, the Professional Footballers Association (PFA) and the Football Foundation, on a 12-month programme of work, which aims to:

1. increase the numbers of people with mental health problems involved in football
2. raise the awareness and understanding of mental health in the football world in order to reduce stigma and discrimination.

The Project Officer will work closely with partners to set up a network of organisations throughout England that run activities involving football and mental health, and to oversee the planning and organisation of activities that use the football world to raise awareness and help reduce mental health stigma and discrimination.

The Project Officer will also support Berkshire Healthcare Foundation Trust (BHFT) to organise a cricket competition and event. The post-holder will also be responsible for ensuring that all these activities link into other projects within the Time to Change portfolio.

### **Scope of the job**

Time to Change is an ambitious four year programme which aims to eradicate the stigma and discrimination faced by people with mental health problems and improve the nation's health and wellbeing. It is a £20m programme delivered by three partners (Mind, Rethink and the evaluation partner, the Institute of Psychiatry, King's College London) and funded by £16m from the Big Lottery Fund and £4m from Comic Relief.

This post sits within the Central Management Team of Time to Change based at Mind and will be managed by the Time to Change Project Manager. The post focuses on football and cricket, but there is scope for the post to develop to include other sports.

## **Job summary**

### **Key Responsibilities**

1. Establish and facilitate a Mental Health and Football Advisory Group (MHFAG) in consultation with partners (FA, the Premier League, PFA and Football Foundation).
2. Work closely with the Time to Change Stakeholder Manager to develop a strategic approach to tackling mental health stigma and discrimination in the context of the football world in England.
3. Foster and sustain effective relationships with agencies involved in, or with an interest in, football and mental health, including those within the mental health, health and social care sectors, as well as voluntary and sports organisations.
4. Develop a formal network of agencies involved in mental health and football activities and encourage opportunities to share experience and practice.
5. Plan and work closely with external agencies to organise events that bring together key decision-makers in mental health and sport.
6. Ensure effective links with key Time to Change projects, such as Get Moving Week and the Anti-Stigma Campaign.
7. Manage the budget and resources for this work, and account for income, expenditure and variance from budget.
8. Set up systems and processes to monitor the delivery of the programme of work, including setting and monitoring milestones and risk analysis.
9. Prepare activity and budget reports as required for the MHFAG.
10. Involve people with lived experience of mental health problems in the design and implementation of the programme of work.

### **Expectations**

The post-holder is expected:

1. To represent Time to Change and programme partners to external bodies.
2. To attend and contribute to team and departmental meetings.
3. To attend and contribute to supervision and appraisal process.
4. To occasionally work unsociable hours, e.g. attending evening or weekend meetings or travel outside London.
5. To ensure that all responsibilities and activities discharged within this post are consistent with the terms and spirit of Mind's equal opportunities policy.

## **Mind (National Association for Mental Health)**

### **Time to Change**

#### **Person specification: Sport and Mental Health Project Officer**

##### **Essential criteria**

1. Experience of managing a project, including developing project plans, setting and monitoring milestones and identifying and managing risks.
2. Experience of setting and monitoring budgets.
3. Experience of writing activity and budget reports for internal and external stakeholders.
4. Experience of developing effective working relationships with a wide range of internal and external stakeholders, and facilitating communication between a network of stakeholders with a common interest.
5. Experience of planning and organising events.
6. Knowledge of the principles of consultation and involvement.
7. An understanding of football organisations and structures within England.
8. The ability to travel throughout England.
9. A willingness to work outside normal working hours (eg for occasional evening deadlines, weekend or evening meetings, Annual Conference).
10. A knowledge of and understanding of the aims of equalities policies and willingness to contribute to further Mind's equalities (and user involvement) policies.

##### **Desirable criteria**

1. Experience of working in a sport environment.
2. Experience of managing and delivering services in a voluntary sector mental health setting.
3. Direct or indirect experience of mental distress.

## **Mind (National Association for Mental Health)**

### **Additional information**

#### **Sport and Mental Health Project Officer**

### **Equal opportunities**

All Mind employees must act at all times under the terms of Mind's equal opportunities policy.

### **No smoking**

Mind operates a no-smoking policy and smoking is not permitted on Mind's premises.

### **Interview and travel expenses**

Mind is prepared to pay travel expenses for those asked to attend an interview to a maximum of £175. However, the cheapest form of travel must always be used other than in exceptional circumstances in which case the agreement of the Head of Human Resources must be sought.

### **Conditions of employment**

In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Mind, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

- National Insurance number
- Birth certificate or British passport
- Certificate of registration, or naturalisation as a British citizen
- Passport or documentation evidencing citizenship of an EEA country

### **Appointment**

The appointment is subject to a trial period of eight weeks during which up to four weeks' notice may be given on either side.

### **Salary**

Starting salary £17,255 per annum (equivalent to a full time salary of £28,759) on Grade D of Mind's Salary Scales, followed by one annual increment to £17,797 per annum (£29,662 full time equivalent). In addition a geographical weighting of £1,742 per annum (£2,904 full time equivalent). Increments are subject to annual review in accordance with Mind's procedures.

### **Expenses**

Out of pocket expenses will be payable at rates set out in Mind's staff handbook.

### **Hours of work/flexible working hours**

A standard 21 hours per week within 8.00am to 7.30pm, Monday to Friday, excluding one hour break for lunch. Mind operates a flexible working hours scheme whereby members of staff can vary the time they start and finish work within the parameters agreed by their line managers. However, the core period of 10.00am to 4.00pm (excluding lunch break) are the times during which you must be at work. Time off will be given for work outside the standard hours.

**Overtime is not payable.**

## **Holidays**

On joining, pro rata on a 25 working days per annum scale. For the first and subsequent full holiday years thereafter, 25 days per annum. (The holiday year runs from 1 April to 31 March.) Mind also has a flexible holiday policy whereby members of staff can carry forward five days leave into the following annual leave year and/or apply to buy or sell five days annual leave (pro-rata for part-time staff) as agreed by their line managers.

## **Public holidays**

New Year's Day	Good Friday and Easter Monday
May Day	Spring Bank Holiday
Late Summer Bank Holiday	Christmas Day and Boxing Day

and, in addition, one extra day's holiday immediately following each of the above public holidays, except May Day and New Year's Day. Christmas and Boxing Day are followed by three Mind days.

## **Sabbatical leave/holiday of a lifetime**

Staff are entitled to sabbatical leave or holiday of a lifetime after five years' service.

## **Sick pay**

There is a sickness benefit scheme.

## **Mind pension scheme**

Mind has a group personal pension plan, which is based on stakeholder terms and conditions. Subject to you making contributions at five per cent of salary, Mind will make contributions at seven per cent of salary. Further details about the pension plan are available from Human Resources.

## **Life assurance**

Mind provides life assurance cover for all staff and new staff are required to complete and sign the relevant form on joining. For more details about life assurance cover for staff members please contact Human Resources.

## **Employee Assistance Programme**

Mind provides all staff with access to a 24-hour Employee Assistance Programme. This includes free access to counselling services, financial and legal advice and help with education, health and family matters.

## **Training**

Mind has central and departmental training budgets set aside to cover training and development for staff which is a requirement for their job or has been identified during appraisal or supervision as a job related training need.

## **Interest-free season ticket/bike loan**

Mind offers an interest-free season ticket loan and a bicycle loan of up to £1000 to all members of staff once they have completed three months' service.

## **Childcare vouchers**

Mind's childcare voucher scheme is open to all members of staff on the successful completion of their probation period. This is a government-approved scheme that allows employees to pay up to £55 per week from their gross pay for approved childcare costs before tax and NI is deducted.

## **Applications**

Mind is an equal opportunities employer and will apply objective criteria to assess merit. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, nationality, religion, ethnic or national origin, sex, marital status, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Mind in particular is anxious not to discriminate against applicants who have received psychiatric services.

Selection criteria and procedures are always reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress both within and outside the organisation. Mind is committed to a programme of action to make this policy fully effective.

Candidates who consider that they have not been fairly treated should write to the Head of Human Resources, Mind, 15-19 Broadway, London E15 4BQ within seven days of an interview, after which the matter will be investigated.

## **How to submit your application**

Please submit:

1 x electronic copy of your application form

1 x electronic copy of your monitoring form

by email to [job333@mind.org.uk](mailto:job333@mind.org.uk)

**Closing date for completed application forms is: 4pm on 28 June 2010.**

Response to advertisements for vacant posts has become extremely heavy resulting in an unacceptable increase in postage costs and a disproportionate amount of staff time used in processing applications. We regret, therefore, that it is now no longer possible to acknowledge receipt of application forms or to write personally to all applicants.

**Interviews are expected to be held on 9 July 2010.** If you have made an application and have not heard anything by that date, you are asked to assume that your application has been unsuccessful. Should this be the case we would like to thank you for your time and effort in submitting your application and hope that this does not deter you from applying for other vacancies within Mind.