



## **Job Description**

<b>Job Role:</b>	<b>Strategic Lead for Mind in London</b>
<b>Location:</b>	<b>Stratford, with regular travel across London</b>
<b>Salary:</b>	<b>Mind's Grade F</b>
<b>Hours:</b>	<b>35 per week (flexible or part-time working considered)</b>
<b>Contract:</b>	<b>Fixed Term Contract (maternity cover) for one year from August 2020</b>
<b>Line managed by:</b>	<b>Head of Community Services, Mind</b>
<b>Accountable to:</b>	<b>Chair, Mind in London</b> <b>Head of Community Services, Mind</b>
<b>Responsible for:</b>	<b>Regional Influencing Lead</b>

## **Job Summary:**

We are seeking to appoint maternity cover for our Strategic Lead for Mind in London. The Strategic Lead will be accountable to the Mind in London Steering Group but will need to be able to take on a leadership role in a dynamic and developing context. They will also have line management responsibility for the Regional Influencing Lead.

The staff will be based at the Mind offices in Stratford, or home based, but have very strong links to Local Minds across London.

The purpose of the role is to develop and provide strategic leadership to Mind in London, giving local Minds across the capital a strong, influential collective voice and maximising opportunities for business development.

## **Background**

We're Mind, the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

There are 19 local charities affiliated to Mind across the capital, collectively covering all but two of the London Boroughs and annually providing support to more than 42,000 people with mental health problems.

The Local Minds in London have been working collaboratively for many years and have been supported by the Strategic Lead for London since November 2019. Via the Mind in London Steering Group and supported by the Strategic Lead they are developing their role as an influencer, a strategic partner and a service provider at a regional and sub-regional level.

Mind in London is overseen by the Chairs and CEO's of the Local Minds, with delegated authority for operational oversight given to a Steering Group consisting of 12 people from the wider group and national Mind representatives.

The staff will be based at the Mind offices in Stratford or home based, but have very strong links to Local Minds across London.

The Work Plan for Mind in London has been developed in conjunction with the Mind in London Steering Group. Key priorities for the coming year include:

- Maintaining strong, sustainable relationships with key stakeholders across London and representing Mind in London at key decision-making and influencing forums
- Developing a Mind in London manifesto for the 2021 London Mayoral elections
- Supporting sub-regional STP alliances of local Minds to influence and respond to opportunities at this level
- Facilitating working groups of Mind in London representatives to progress priority work areas
- Working with local Minds to facilitate the development of collaborative bids
- Developing the public profile of Mind in London, including through a website
- Developing and maintaining partnerships with statutory and non-statutory providers in London

The Strategic Lead for London works alongside the Strategic Lead for Greater Manchester and a similar role in Wales. Along with the Regional Influencing Lead, this team is responsible for supporting the growth of our regional influencing work across England and Wales, sharing learning and supporting regional influencing structures elsewhere when appropriate.

## **Key Responsibilities:**

### **Influencing**

1. Develop and maintain an excellent understanding of local Minds in London and of the role of the third sector in providing mental health services
2. Support the delivery of Mind in London policy positions and manifestos, drawing on input from local Minds, Mind's Policy and Campaigns team and people with lived experience of mental health problems
3. Meet regularly with Mind's colleagues in comparative roles – working with groupings of local Minds across England and Wales - for mutual support and to share good practice
4. Map regional and sub-regional stakeholders and forums, working with local Mind colleagues to ensure effective engagement
5. Develop and maintain strong, sustainable relationships with key stakeholders across London, both within and beyond the mental health system
6. Represent local Minds in London at key decision-making and influencing forums
7. Establish effective systems and processes to facilitate regional and sub-regional responses to influencing and communication opportunities

8. Support the development of sub-regional collaborations of local Minds to strategically influence and capitalise on business development opportunities

### **Business Development**

9. Identify business development opportunities, including through tenders and grant funding, that align with Mind in London strengths and priorities
10. Develop and maintain excellent relationships with senior representatives of a wide range of organisations operating at a London level, with a view to forming partnerships for collaborative bidding and service delivery
11. Establish effective systems and processes to facilitate regional and sub-regional responses to business development opportunities
12. Support local Minds in London to agree on and take forward the most effective partnerships to bid for and deliver new multi-Borough or London-wide services and projects, involving Mind's Bid Development team as required
13. Capitalise on opportunities for Mind in London to develop corporate partnerships
14. Facilitate the spreading of good practice models of service delivery between local Minds in London and beyond

### **Mind in London**

15. Lead on the delivery of the Mind in London annual work plan, in collaboration with the Mind in London Steering Group.
16. Provide regular and ad hoc reports regarding delivery of the Mind in London annual work plan and priorities to the Mind in London Steering Group and wider CEO & Chairs Group
17. Ensure Mind in London has clear branding and messages, linked to its manifesto, and that these are represented online, in written materials and through face-to-face interactions
18. Provide support to the Mind in London Steering Group to enable them to be as effective as possible in their governance role
19. Line Manage the Regional Influencing Lead including providing them with regular supervision, appraisals and support to excel in their role
20. Ensure strong links and two-way communication between Mind in London and relevant departments at Mind

### **General Responsibilities**

21. To work with the Strategic Lead for Greater Manchester to develop a strategy to support other regions in the network to collaborate
22. To ensure our work reaches people from a wide range of backgrounds, including people from marginalised communities
23. To attend and contribute to meetings, training and other events as required.
24. To attend and contribute to the supervision and appraisal process.
25. To ensure that all responsibilities and activities within this post are in accordance with the terms and spirit of Mind's policies and values.

## Strategic Lead for Mind in London

### Person Specification

Criteria marked (A) will be used for shortlisting

Category	Post Requirements	
	Essential	Desirable
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Degree, NVQ Level 4 or equivalent (A)</li> <li>Relevant professional qualification or equivalent by experience (A)</li> </ul>	<ul style="list-style-type: none"> <li>Management qualification (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Influencing at a senior, strategic level (A)</li> <li>Business Development (A)</li> <li>Line managing and supervising staff (A)</li> <li>Managing community based health or social care services (A)</li> <li>Working effectively in partnership with other organisations (A)</li> <li>Building and facilitating collaborative working (A)</li> </ul>	<ul style="list-style-type: none"> <li>Working in mental health services (A)</li> </ul>
<b>Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good verbal communication skills in order to deal with a wide range of people</li> <li>Good written communication skills and ability to present information clearly (A)</li> <li>Good interpersonal and influencing skills</li> <li>Good understanding of the needs of people with mental health needs</li> <li>Knowledge of policy and practice context for mental health services</li> <li>Understanding of the role of the third sector (A)</li> <li>Good organisational/administrative skills and ability to effectively manage a complex workload</li> <li>Flexibility and creativity</li> <li>Ability to translate vision into strategy, into practice</li> <li>Ability to facilitate meaningful service user/carer involvement</li> <li>Ability to work with and be accountable to a governing Board</li> <li>Understanding of how the role should operate in line with Mind in London's values, aims and objectives</li> <li>Ability to use Microsoft Office applications (A) and digital communication tools such as zoom.</li> <li>Understanding of and commitment to Equality, Diversity and Inclusion</li> </ul>	

<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Ability to work flexibly in order to meet the needs of the service, including travel across London</li></ul>
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