



Senior Project Manager for Poverty and Social Exclusion (E)

Job description

| | |
|-------------------------|--|
| Grade | Grade E of Mind's Salary scales |
| Type of contract | |
| Directorate | Infrastructure |
| Team | Organisational Change |
| Reports to | Head of Equity Innovation |
| Responsible for | No line management, matrix management of project team |
| Location | Flexible, on average 2 days per week in Stratford/Cardiff office |
| Hours | 35hrs per week |

About the role

Purpose of the role

As Senior Project Manager for Poverty and Social Exclusion you will be responsible for managing and driving implementation of Mind's poverty blueprint, the framework for the delivery of the change priority focussed on poverty and mental health that runs through Mind's strategy. This will involve partnering with teams across Mind on developing and delivering specific poverty-focussed initiatives. Through working with Head of Equality Innovation and others across Mind, you'll also contribute to formulation of the second phase of the poverty blueprint. Your role in coordinating the implementing of the blueprint will enable Mind to deliver on its strategic ambition to address the devastating effects of poverty and mental illness experienced across England and Wales.

Mind's Poverty Blueprint

Mind's 2021 strategy requires us to work towards breaking the link between poverty and mental health. Our vision is an integrated system of support that recognises the how mental health is a lived reality for people in poverty. We're striving for the following:

1. No stigmatising/negative stereotyping of people in poverty



2. Mental health support services embedded within communities experiencing poverty, based on their needs and experiences
3. Effective integration of mental health, financial, and other support services accessed by people experiencing poverty
4. Mental health stories and messaging in the public domain 'speak to' the lived experience of people experiencing poverty

Realising these ambitions requires change in Mind's culture, the work we undertake, and our impact. The poverty blueprint sets out our approach to delivering the change we need in each of these areas. It sets out the range of initiatives currently underway in Mind that have a focus on poverty and mental health. It also sets out a process for developing further initiatives that collectively will achieve the impacts needed to deliver our vision.

About the team

This role will form part of an expanding equity expert team that supports the development and delivery of Mind's strategic ambitions to address inequity within mental health, with a particular (though not exclusive) focus on race and poverty. This team is situated within Mind's Organisational Change team, which is accountable for mobilising change across our work in order to achieve our strategic ambitions and includes the organisations Project Management Office.

Key Responsibilities

1. Support the Head of Equity Innovation in the planning and implementation of the poverty blueprint driving progress ensuring all elements of the blueprint's implementation plan (yet to be developed) are delivered on time and to a high standard.
2. Provide project management support for planning and implementation of the poverty blueprint, helping teams to plan their activities and workforce requirements
3. Engage with people with lived experience of poverty and social exclusion, the marginalised communities we work within and alongside, to ensure distributed leadership within the implementation of our blueprint for change.
4. Support the Poverty community of practice in coordinating activities and meetings contributing to a culture of learning and growing.
5. Support the Head of Equity Innovation to develop and maintain a proportionate measurement framework monitoring impact, risk and opportunities
6. Maintain overview of delivery of all initiatives within the blueprint's implementation plan and lead the continuous planning and prioritisation of project implementation



7. Establish and maintain robust up-to-date project management documentation. Maintain oversight of and manage project risks and escalate as needed
8. Regularly review progress and monitor impact against targets, working with the Head of Equity Innovation to provide progress reports to relevant senior stakeholders
9. Coordinate the poverty project delivery team (or similar delivery group), convening the group on a regular basis and providing 121 support and guidance to project team members
10. Work closely with individuals responsible for delivery of other change initiatives to plan, develop, deliver, and embed change in line the drive for an intersectional approach across Mind's three strategic change areas of race, poverty and children & young people. Effectively manage other interdependencies between implementation of the poverty blueprint and other change initiatives in Mind
11. Establish and maintain strong relationships with key stakeholders across Mind, with a particular focus on building a strong and trusting partnership with key project delivery staff across Mind and beyond
12. Manage and engage stakeholders at all levels of the organisation and ensure opportunities for Mind staff and wider stakeholders to inform and shape the implementation of the implementation of the poverty blueprint

Expectations

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Role expectations:

- To keep up-to-date with internal and external developments and respond accordingly.
- To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.
- To adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring an appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring H&S of own and others at all times) and any other relevant/charity law.

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:



- Show passion for what Mind does and the changes that we are making for people with mental health problems.
- Work collaboratively across teams, departments, locations and organisations.
- Stand up for what they believe is best and trust in themselves and each other.
- Be open to others and ourselves and show a commitment to learning.
- Be open to change and respond flexibly and quickly to the changing world.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives.
- Communicate effectively, ensuring their messages are understood and that they strive to understand others.
- Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
- Take responsibility for their decisions.
- Attend and contribute to Mind staff training and any other training identified as appropriate for the post.
- Occasionally travel to meetings in England and Wales and/or work unsociable hours, which may require the need for an overnight stay, evening and weekend work.
- Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of Mind's mission, vision, values, policies and procedures.
- Adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To be prepared to work flexibly (e.g. hot-desking, home-enabled working) according to business need
- Maintain an appropriate level of confidentiality at all times.
- Contribute to making Mind a greener workplace.

Person specification

Essential criteria

1. Substantial understanding of the relationship between poverty and mental health, also the challenges and opportunities for an organisation such as Mind seeking to break the link between poverty and mental health.
2. Excellent project management skills with demonstrable experience of managing complex, cross-organisational projects



3. Experience of leading organisational development or capacity improvement initiatives.
4. Demonstrable understanding of good people management practice, and ability to engage and coordinate a diversity of people towards achieving shared outcomes
5. Experience of successfully engaging and managing stakeholders at all levels across an organisation
6. Excellent communication (written and verbal) and interpersonal skills
7. Excellent planning and organisation skills to be able to plan and prioritise work within a large programme of activities with shifting priorities, and to manage multiple deadlines.
8. Excellent self-management skills to work independently, using own initiative and being flexible and adaptable
9. Understanding and experience of monitoring and reporting on impact of organisational development/change programmes
10. Good problem solving and risk management skills

Desirable criteria

1. Knowledge and understanding of Mind's mission, vision, values and ambition and what this means in relation to this post and the ability to incorporate this into all aspects of work.
2. Knowledge and understanding of equity and inclusion and what this means in relation to this post and the ability to incorporate this into all aspects of work
3. Understanding and ability to apply a range of project management methodologies such as agile project management and scrum approaches.
4. Understanding and awareness of different organisational development and change management models and approaches