



Senior Project Manager for Young People (E)

Job description

Grade	Grade E of Mind's Salary scales
Type of contract	Fixed term, 2 years
Directorate	Infrastructure
Team	Organisational Change
Reports to	Strategic Lead for Young People
Responsible for	No line management, matrix management of project team
Location	Flexible, at least 2 days per week in Stratford/Cardiff office
Hours	35hrs per week

About the role

Purpose of the role

As Senior Project Manager for Young People you will be responsible for managing and driving implementation of Mind's young people blueprint for change, the framework for the delivery of the change priority "supporting young people with a focus on trauma" that runs through Mind's strategy. This will involve partnering with teams across Mind on developing and delivering specific young people focussed initiatives. You will have the unique opportunity to harness your experience of working with young people and knowledge of organisations such as Mind to influence change. Your role in coordinating the implementing of the blueprint will enable Mind to deliver on its strategic ambition to address the crisis in young people's mental health experienced across England and Wales.

Mind's Young People Blueprint for Change

Our ambition is to become an influential advocate for young people's rights. We'll fight to ensure that all young people learn about mental health and can easily access trauma informed mental health support, where and when they need it. We'll create more opportunities for young people to lead our work. We know that by working together



with young people, we can confront this crisis. To help us achieve our ambitions we've developed a bold blueprint for change that imagines the type of organization we could be and the impact young people need us to have on the mental health system. We can't make this happen without you.

You will help shape and coordinate the initiatives that we help us to create the change we want to see. These will include initiatives that help us to

- Be trauma informed and safe
- Ensure young people have a genuine stake in decision making
- Bridge the gap between statutory and universal help
- Build an experienced, confident, and supported workforce
- Be a youthful and dynamic workplace
- Ensure our partnerships are relevant and effective
- Know who our audience is and speak with them not to them.

About the team

This role will form part of an expanding young people expert team that supports the development and delivery of Mind's strategic ambitions to support young people's mental health, with a particular focus on trauma. 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. With support from the Strategic Lead for Young People, lead in the planning and implementation of the young people blueprint for change 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 young people blueprint for change, helping teams to plan their activities and workforce requirements.
3. Engage with young people, including young people with experience of trauma and young people from marginalised communities, to ensure youth leadership within the implementation of our blueprint for change.
4. Support the young people's community of practice in coordinating activities and meetings contributing to a culture of learning and growing.
5. Support the Strategic Lead for Young People 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 Strategic Lead for Young People to provide progress reports to relevant senior stakeholders.
9. Coordinate the young people 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 young people blueprint for change 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 the young people blueprint for change.

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 experience of supporting young people's mental health and ability to use those experiences to identify challenges and opportunities for an organisation such as Mind seeking to authentically grow our work for and with young people.



2. Understanding of power dynamics and ability to empower young people, especially those from marginalised communities, and professionals to share decision making.
3. Excellent project management skills with demonstrable experience of managing complex, cross-organisational projects and ability to develop relationships based on authenticity and trust.
4. Experience of leading organisational development or capacity improvement initiatives.
5. Demonstrable understanding of good people management practice, and ability to engage and coordinate a diversity of people towards achieving shared outcomes.
6. Experienced at influencing thinking at a senior position and negotiating balancing competing priorities.
7. Excellent communication (written and verbal) and interpersonal skills.
8. 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.
9. Excellent self-management skills to work independently, using own initiative and being flexible and adaptable.
10. Understanding and experience of monitoring and reporting on impact of organisational development/change programmes.
11. Good problem solving and risk management skills with ability to identify root causes to identify solutions.

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 trauma informed approaches 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.