



Head of Mental Health at Work Programme Job description

Grade	F
Type of contract	Fixed term / secondment until 31 March 2024
Directorate	Fundraising
Team	Workplace Wellbeing
Reports to	Head of Workplace Wellbeing
Responsible for	3 team members
Location	Stratford, London
Hours	35 hours per week

About the role

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.

In October 2017, an independent review into workplace mental health commissioned by the Prime Minister, led by Lord Dennis Stevenson and Paul Farmer, published its report 'Thriving at Work.' The report looked at how employers can better support all employees including those with poor mental health or wellbeing remain in and thrive at work. The Thriving at Work Leadership Council was launched in response to this report, comprising of business leaders from a range of sectors, with an aim to drive and mainstream employer action.

The Mental Health at Work programme was developed and launched in 2018 to create an authoritative approach to supporting employers of all sizes to improve the mental health of employees, and to act as a leader within the private and public sectors. This was achieved through providing support to the Thriving at Work Leadership Council and related activity:

- Curated by Mind, the Mental Health at Work website makes navigating the mental health landscape easy through: original content including a range of tips, ideas, examples and thought pieces on workplace mental health as it relates to different issues, people and industries; and a growing curated database of over



450 resources from a wide range of providers, to give people the tools they need to take action.

- Recognising the challenge SMEs, in particular, faced in accessing tools and learning opportunities, 'Mental Health for Small Workplaces' elearning was launched in 2019 to support employees in SMEs to understand and support mental wellbeing in the workplace and take action to look after and improve their own wellbeing.
- Built on the Thriving at Work standards, the Mental Health at Work Commitment is a simple framework for organisations to improve and support the mental health of their people. Since its launch in 2019, over 1250 organisations have taken the Commitment.

Phase two of the Mental Health at Work programme, funded by Leadership Council members and to commence Spring 2022, seeks to demystify mental health in the workplace through support for employers to navigate information and resources, understand best practice approaches and gain confidence in how to deliver workplace interventions, particularly in the context of the changing nature of work as a result of the Covid pandemic.

The programme comprises of four work streams:

- Building the evidence base
- Sharing best practice
- Driving employer action
- Engaging government in dialogue

The programme shall see all activity delivered under the Mental Health at Work brand, including the activities of the Leadership Council, which will be renamed the Mental Health at Work Leadership Council.

As the Head of the Mental Health at Work Programme you will lead on the development and implementation of all aspects of the Mental Health at Work programme, working closely with a range of key senior stakeholders, including members of the Leadership Council, to ensure its success.



Key Responsibilities

Programme Leadership and Governance

1. Lead a coalition of strategic partners to deliver on activity that will achieve the aim of mainstreaming mental health through employer action, achieving greater mental health outcomes for employees across the UK in line with the programme's phase two strategy
2. Lead on coordinating the Mental Health at Work Leadership Council, including preparing agendas and papers for quarterly council meetings
3. Work closely with the Mental Health at Work Leadership Council to develop forward-looking plans, particularly responding to the needs of employees as we emerge from the Coronavirus pandemic and feeding into longer term planning linked to the future of work

Programme Management

4. Lead the establishment, management, delivery and evaluation of all aspects of the Mental Health at Work Programme, to meet specific output targets and the overall programme outcomes
5. Lead the Mental Health at Work team: line manage your three direct reports; oversee their management of their direct reports; oversee and take responsibility for their management of the Mental Health at Work budget; and ensure the whole Mental Health at Work team is well resourced, motivated and supported
6. Lead on regular project reviews, and where relevant decide on any changes of approach required, of the Mental Health at Work programme
7. Overall responsibility for ensuring the quality of Mental Health at Work products including the Mental Health at Work website, Mental Health at Work Commitment, digital products and publications

Stakeholder Management

8. Lead on wider activity that supports progress against the Thriving at Work Review recommendations, managing a range of stakeholder relationships outside of the council
9. Build strategic and operational partnerships to maximise the impact of the team's work and support the establishment of a social movement amongst employers and employees to take action on workplace mental health
10. Manage key external stakeholder relationships including representing Mind and the Leadership Council on relevant steering groups and coalitions
11. Work with key internal stakeholders including but not limited to Policy & Campaigns, Mind Cymru, Business Development and Partnerships to ensure alignment
12. Represent Mind and the Mental Health at Work Leadership Council at conferences and events with policy makers, the media and others



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.

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



Person specification

Essential criteria

1. Significant experience in leading change programmes / campaigns
2. Demonstrable experience of galvanising senior stakeholders to achieve a shared ambition, with proven experience of establishing strong relationships with groups and individuals with differing perspectives and agendas
3. Demonstrable experience in being able to think and plan strategically, being able to see the implication of issues and troubleshooting solutions effectively
4. Experience of chairing senior boards and meetings with representatives from the private, public and voluntary sectors
5. Extensive knowledge and understanding of workplace wellbeing, mental health issues and the workplace mental health landscape
6. Demonstrable experience of working with communications and marketing experts to develop and lead communications and marketing activity
7. Excellent communication and negotiation skills to be able to navigate a complex and competitive sector
8. Excellent planning and organisation skills to be able to plan and organise work and to deliver work to agreed timescales and standards
9. Experience of financial and budget management including planning; developing; forecasting; setting, monitoring, reviewing and reporting on budgets
10. Excellent self-management skills to work independently, using own initiative and being flexible and adaptable including decision making skills and confidence in making operational decisions
11. An understanding of why equal opportunities is important, the barriers to people being treated equally and experience in tackling inequalities through the delivery of programmes / campaigns

Desirable criteria

1. Experience of using good design principles to influence behaviour and create change
2. Direct or indirect experience of mental health problems
3. Experience of volunteering or working in the voluntary sector