



People Strategy Project Manager

Job description

Grade	Grade E of Mind's Salary scales
Type of contract	Fixed Term contract (18 months)
Directorate	Infrastructure
Team	Organisational Change
Reports to	Head of Project Management Office
Responsible for	No line management, matrix management of project team
Location	Flexible, hybrid working with minimum x2 days in Stratford/Cardiff office
Hours	Flexible, 21 - 35hrs per week

About the role

Purpose of the role

As People Strategy Project Manager, you will be responsible for managing and driving the implementation of Mind's People Strategy, an extensive multi-year organisational change programme. Through the delivery of the People Strategy, you will contribute to its aims of creating an inclusive, flexible, and high performing working culture, with a diverse and talented workforce fighting for mental health.

Mind's People Strategy

Mind's 2021 strategy requires us to evolve both who we are and how we operate, to meet the growing mental health inequalities across race, age, and socio-economic opportunity. In particular, we need to:

- Ensure our workforce is more reflective of the communities we serve
- Strengthen our learning & development, workload management and workplace wellbeing
- Equip our workforce to thrive in a flexible hybrid working environment
- Further strengthen our people management and leadership to improve performance
- Promote a workplace environment that provides exceptional experience for all



- Evolve our HR function to enable it to meet the needs of the organisation
- Promote a culture of matrix management, collaboration, and co-design.

Our people are at the heart of our work and with our new People Strategy we are taking a strategic, focussed approach to enable everyone who works at Mind to fulfil their potential. The People Strategy is a cornerstone of change initiatives aimed at modernising our working practises, ensuring we can meet challenges now and in the future.

About the team

This role will form part of a newly established Project Management Office (PMO), created to ensure robust and impactful project delivery across Mind. The PMO is situated within Mind's Organisational Change team, which is accountable for mobilising change across our work in order to achieve our strategic ambitions.

In this role, you will work closely with colleagues across the Organisational Change team, HR & Learning & Development, as well as collaborating and engaging with staff across Mind to deliver the People Strategy.

Key Responsibilities

1. **Project management** of Mind's People Strategy implementation, driving progress ensuring all elements of the implementation plan are delivered on time and to a high standard.
2. **Maintain overview** of delivery of all initiatives within the People Strategy and lead the continuous planning and prioritisation of project implementation
3. Establish and maintain robust up-to-date **project management documentation**
4. **Coordinate** the People Strategy project delivery team, convening the group on a regular basis and providing 121 support and guidance to project team members
5. Work closely with individuals responsible for **delivery of change initiatives** to plan, develop, deliver, and embed change in line as outlined in the People Strategy
6. 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 HR, Learning & Development, and Organisational Change
7. Working with Mind's internal communications team, **plan and deliver effective communication** of the People Strategy
8. **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 People Strategy



9. Regularly review [progress and monitor impact](#) against targets, working with the project team to provide progress reports to relevant senior stakeholders
10. Maintain oversight of and manage [project risks](#) and escalate as needed
11. Ensure that the People Strategy implementation is aligned with other change programmes across the organisation and [manage interdependencies](#) effectively
12. Support the set-up and development of Mind's newly established Project Management office and capacity building to [strengthen project management](#) capabilities across the organisation.
13. Provide [project management support and expertise](#) to other People and Change projects as needed and in line with capacity.

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:

- Keep abreast of 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. Excellent project management skills with demonstrable experience of managing complex, cross-organisational projects
2. Experience of leading organisational development or capacity improvement initiatives.
3. Demonstrable understanding of good people management practice and HR excellence, as it relates to the full employee journey
4. Experience of successfully engaging and managing stakeholders at all levels across an organisation
5. Proven ability to drive progress and delivery across various workstreams and stakeholders
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