



Project Manager

Job description

Grade	E
Type of contract	Fixed Term contract until October 2023
Directorate	Fundraising
Team	Corporate Partnerships
Reports to	Co-op partnership lead
Responsible for	No line management, matrix management of project team
Location	Flexible, likely to be hybrid mix of homeworking and time in Stratford/Cardiff office
Hours	35hrs per week

About the role

Purpose of the role

This is a broad and varied role which will provide crucial project management support to [our flagship corporate partnership with Co-op](#). This is our largest and first multi-strand partnership which launched in October 2019 and runs until October 2023. We are aiming to raise £8million to help improve the mental wellbeing of communities across the UK, working alongside our partners SAMH (Scottish Association for Mental Health) and Inspire in Northern Ireland. With the help of these vital funds, we are speaking out through high-profile national campaigning and influencing activity, delivering an innovative research programme and rolling out new community mental health services to support better mental wellbeing through our local Mind network.

You will be responsible for coordinating the delivery and evaluation of the partnership policy and campaigning workstream. You will also be responsible for the end-to-end delivery and evaluation of an exciting new programme of work for the partnership, to review and refine our information offer and disseminate this information in community settings.

You will work in collaboration with key internal stakeholders, as well as ensuring a four-nation approach with our charity partners and the Co-op to ensure that all agreed project objectives are delivered on time and on budget. This will include liaising with external and internal senior stakeholders on progress, risks and issues and being responsible for the overall success and delivery of each project, reporting into the overall Co-op partnership lead.



About Mind

This is an exciting time to work for Mind. After a challenging year, which also included undergoing a period of change – Mind launched a new strategy in April 2021. The focus of our new strategy is on supporting those people disproportionately affected by mental health issues. Our long-term, and specific ambitions for the next three years are:

- Becoming a truly anti-racist organisation
- Supporting young people – with a focus on trauma
- Fighting for the mental health of people in poverty

About the team

This role will sit within the Corporate Partnerships team within our wider Fundraising Directorate. In the last few years Mind's Corporate Partnerships team has seen exponential growth in terms of team size, number of partners and income/added value delivered. Mind has partnerships with a range of companies including Bupa, Google, ITV and Deloitte. In 2020/21, the team generated £11m of income, despite the challenges of the global pandemic. You will be joining a high performing corporate partnerships team at a time when support for mental health has never been more vital.

Key Responsibilities

1. **Project management of defined projects within the Co-op partnership**, driving progress and ensuring all elements of the project plan are delivered on time and to a high standard, and that objectives and outcomes are met.
2. **Maintain overview** of delivery of all assigned projects and lead the continuous planning and prioritisation of project implementation, **managing interdependencies** effectively.
3. Establish and maintain robust up-to-date **project management documentation for all projects**, including an agreed **RACI for each project** to ensure accountabilities are clear across the project team.
4. **Matrix management and coordination** of the work of teams responsible for contributing to each project, overseeing delivery in line with the project plan and providing support and guidance to project team members as needed.
5. Establish and **maintain strong relationships** with key project stakeholders across Mind, and with external partners and organisations as appropriate (including SAMH, Inspire, Mind Cymru and the Co-op), to support a collaborative approach to project delivery.
6. Work with the Co-op partnership lead to **ensure effective financial management** and ensure projects are delivered within the agreed budget, inputting as needed to forecasting, monitoring, reviewing and reporting on budget.



7. Regularly review [progress and monitor impact](#) against targets, working with the project team and Co-op partnership lead to provide progress reports to relevant senior stakeholders.
8. Manage [project risks and problems](#), escalating risks as needed to the Co-op partnership lead and supporting with problem resolution.
9. [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 projects
10. Ensure key project [learnings are captured routinely](#) and implemented at project closure, so that the legacy is embedded in the organisation.
11. Working with Mind's internal communications team and the partnership communications lead, [plan and deliver effective communication of](#) defined projects as appropriate.
12. Provide [project management support](#) to other areas of the Co-op partnership 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 cross-organisational projects
2. Experience of leading programmes and of project management including planning, developing, implementing, monitoring, evaluating and reporting on performance
3. Strong decision-making skills and confidence in making strategic and operational decisions
4. Experience of successfully engaging and managing stakeholders at all levels across an organisation



5. Proven ability to quickly establish credibility and manage and sustain strong relationships with key senior stakeholders, particularly where they have differing requirements, demands and measures of success.
6. Proven ability to drive progress and delivery across various workstreams and stakeholders
7. Budget management experience including forecasting and planning
8. Excellent communication (written and verbal) and interpersonal skills
9. 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.
10. Excellent self-management skills to work independently, using own initiative and being flexible and adaptable
11. Understanding and experience of monitoring and reporting on the impact of projects and programmes
12. 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. Understanding and empathy towards mental health problems
3. 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