



Partnership Officer

Job description

Grade	Grade D
Type of contract	35 hours per week (5 days per week) until 31 March 2025
Directorate	Mind Cymru
Team	Time to Change Wales
Reports to	Programme Manager
Responsible for	None
Location	Flexible - likely to be hybrid mix of homeworking and time in Stratford/Cardiff office,
Hours	35hrs p/w

About the role

As Time to Change Wales enters its fourth phase, we are looking to take the movement into a new direction and reach new audiences in Wales. Phase four will see a step change in the way we engage and promote the campaign in Wales which involves addressing mental health stigma within Black, Asian and Minority Ethnic communities and strengthening the workplace wellbeing offer in socio-economically deprived communities and healthcare settings. Working closely with the Programme Manager, the Partnership Officer's primary purpose will be to:

- Lead on collaborative working with a variety of grassroots organisations to tackle mental health stigma.



- Co-create bespoke content that respond to the needs, views and experiences of Black, Asian and Minority Ethnic communities and people experiencing poverty and social deprivation, ensuring that the intersectionality between these two groups is understood.
- Identify two host organisations as primary partners to act as conveners for other specialist, grassroots organisations to create a collective to deliver activities, events and materials for and by people they represent.

The successful candidate will join the Programme Team at an exciting period of change, during which the programme will be further developed to strengthen partnership working with organisations working ‘on the ground’ trusted by their users.

You will work collaboratively with staff across Time to Change Wales and alongside the Programme Manager to identify opportunities for community organisations to engage with the wider TtCW campaign to extend the campaign’s reach and visibility through added value partnerships. You will achieve the following outcomes:

- Participants from Black, Asian and Minority Ethnic communities and those impacted by poverty and social deprivation will be empowered to challenge mental health stigma and discrimination at national, community and individual levels.
- Grassroots organisations will be supported to develop and deliver co-produced mental health anti-stigma activity and campaigning.

Key Responsibilities

1. With support from the TtCW Programme Manager, plan and deliver engagement activity to meet project targets. This includes securing partnerships with community organisations representative of the target demographic groups, providing bespoke and time-bound support to these organisations and sharing best practice.
2. Provide advice and guidance to community organisations on how to tackle mental health stigma and discrimination.
3. Identify and build effective relationships with community organisations with the potential to extend the reach and visibility of the Time to Change Wales campaign.



4. Support the development of resources and materials for use by community organisations as part of their approach to anti-stigma activities. Such materials include campaign burst resources for Mental Health Awareness Week, World Mental Health Day and Time to Talk Day.
5. Identify community organisations who can be used as case studies that demonstrates the impact of the Time to Change Wales Programme.
6. Ensure the views of people with experience of mental health problems inform and guide the Time to Change Wales Programme, actively seeking opportunities to involve people with lived experience in delivery.
7. Undertake other duties that may from time to time be necessary, and that are compatible with the nature and grade of this post.

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 contribute towards the overall mission of reaching an inclusive Wales where people's lives are not limited by mental health stigma and discrimination.
- To operate in a partnership environment, ensuring that the needs of the programme across the different partners are considered at all times.
- To ensure that all responsibilities and activities discharged within this post are consistent with the terms and spirit of Mind's Equal Opportunities Policy, upholding the values of Mind and be a champion for Mind Cymru and Time to Change Wales at all times.
- To be primarily based in Mind Cymru offices in Cardiff but the post holder will occasionally be expected to travel outside of Cardiff.
- To attend and contribute to the supervision and appraisal process as well as team meetings as required.
- To be flexible and to undertake any other duties that are within the context and grade of this post.



- To develop positive relationships with key stakeholders including Champions, Employers, and supplier agencies.
- To contribute to working towards making Mind a greener workplace.
- To attend and contribute to staff training as required.
- To contribute to a positive and supportive working environment.
- To support and contribute to our overall aim of user/survivor participation, including within Mind and to be committed to working alongside users/survivors, as colleagues, (paid & unpaid) experts and campaigners.
- 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. Ability to devise and execute a programme of activity to engage stakeholders.
2. Ability to develop partnerships of substance with other organisations across a range of sectors and geographical areas.
3. Excellent communication and marketing skills including verbal, written and presentation skills.
4. Proven influencing and negotiating skills to encourage collaborative working and build positive relationships with external partners.
5. Creative problem solving and analytical skills.
6. Experience of working as part of a team and providing support to colleagues.
7. Excellent computer skills, including Microsoft PowerPoint, content management systems and excel skills.
8. Commitment to Mind's mission, values, aims and objectives.

Desirable criteria

1. Direct or indirect experience of mental health problems.



2. In-depth and broad knowledge and understanding of mental health and social care policy.
3. Knowledge of the impact of stigma and discrimination.
4. An understanding of Mind and its networks, or similar structures within the voluntary sector.
5. Prior knowledge and understanding of the Time to Change Wales programme.