



STRATEGY & PLANNING OFFICER

Job description

Grade	C
Type of contract	Fixed term (two years)
Directorate	Infrastructure
Team	Strategy & Insight
Reports to	Strategy & Planning Manager
Responsible for	n/a
Location	Hybrid mix of homeworking and time in Stratford Office
Hours	35hrs p/w

About the role

As part of the Strategy & Insight team, you will work across the organisation to provide practical support for the planning and implementation of Mind's strategy. Mind takes a 'rolling' approach to strategy development. Our strategy sets out the charity's long-term ambitions and priorities. These are reviewed each year, in light of our performance and changes in the external environment. Following this review, our Board of Trustees decides whether to extend the strategy for another year without changes, to make minor modifications, or to re-develop the strategy if it is no longer fit for purpose. This provides clarity about our strategic focus whilst giving us the flexibility to respond to changing needs, risks & opportunities.

You will help to ensure that Mind's strategy remains fit for purpose by supporting the Strategy & Planning Manager to conduct an annual strategy review. You will help to bring together and analyse information from across the charity about the needs & preferences of people with mental health problems our organisational performance and changes in the external environment.

After the annual strategy review, you will provide project management support for the corporate planning process – helping teams to plan activities to meet the charity's strategic goals across England & Wales.

Throughout the year you will help staff and trustees to understand the strategy and how it relates to their work; provide ongoing advice and support to help teams develop credible plans to effectively implement the strategy; and help to ensure that strategic decisions are informed by lived experience and the best available evidence.



Key Responsibilities

1. Work with the Strategy & Planning Manager to ensure that Mind's strategy remains fit for purpose, by helping to conduct the annual strategy review.
2. Facilitate meaningful involvement of people with mental health problems in developing, delivering, and reviewing Mind's strategy, plans, and performance.
3. Help staff and trustees to understand our strategy and business plan and how it relates to their work, by planning and delivering internal communications activity for the team and by supporting quarterly corporate performance reporting.
4. Provide project management support for Mind's corporate planning process, and provide ongoing advice and support to help teams develop credible plans to effectively implement the strategy.
5. Help to bring together and analyse internal and external data, to provide senior leaders with the information needed to make strategic decisions.
6. Provide some administrative support to ensure the smooth running of the Strategy & Planning function.
7. Undertake any and all other reasonable and related tasks associated with this role.

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.
- 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

Experience

1. Experience of project management.
2. Experience developing strategy, planning or supporting setting priorities, either at an organisational or team level.
3. Experience of working with colleagues across multiple teams, at varying levels of seniority on cross-organisation priorities.
4. Experience of analysing complex information to draw actionable learning.



Knowledge

1. Understanding of best practice for involving people with lived experience in shared decision making.
2. Understanding of strategic planning tools e.g. PESTLE, SWOT analysis.

Skills/ Abilities

1. Excellent written and verbal communication skills – ensuring concepts and processes are explained simply and are engaging for a range of stakeholders.
2. Excellent critical thinking skills, with the ability to perceive the wider strategic implications of decisions and recommend the most appropriate way forward.
3. Ability to develop and maintain effective relationships with individuals who have differing perspectives and agendas.
4. Ability to use own initiative and work unsupervised to solve problems.
5. Excellent organisation and planning skills; able to balance multiple priorities to meet objectives and deadlines.
6. Ability to facilitate meetings and workshops effectively.
7. Good IT skills – including word processing, producing presentations, managing spreadsheets, and using databases.

Desirable criteria

1. Direct or indirect experience of mental health problems.