



## **Job Description**

<b>Job Role:</b>	<b>Strategic Lead for Mind in London</b>
<b>Location:</b>	<b>Stratford, with regular travel across London</b>
<b>Salary:</b>	<b>Mind's Grade F</b>
<b>Hours:</b>	<b>35 per week (flexible or part-time working considered)</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Line managed by:</b>	<b>Head of (tbc), Mind</b>
<b>Accountable to:</b>	<b>Chair, Mind in London</b> <b>Head of (tbc), Mind</b>
<b>Responsible for:</b>	<b>Co-ordinator, Mind in London</b>

## **Job Summary:**

We are seeking to appoint a Strategic Lead for Mind in London. The Strategic Lead will be accountable to the Mind in London Steering Group, but will need to be able to take on a leadership role in a dynamic and developing context. They will also have line management responsibility for the Mind in London Coordinator.

The staff will be based at the Mind offices in Stratford, but have very strong links to Local Minds across London.

The purpose of the role is to develop and provide strategic leadership to Mind in London, giving local Minds across the capital a strong, influential collective voice and maximising opportunities for business development.

## **Background**

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.

There are 20 local charities affiliated to Mind across the capital, collectively covering all but two of the London Boroughs and annually providing support to more than 42,000 people with mental health problems.

The Local Minds in London have been working collaboratively for many years, but are now looking to take that collaboration to a new level through the appointment of two new staff.

This will enable Mind to be more effective as an influencer, a strategic partner and a service provider at a regional and sub-regional level.

Mind in London is overseen by the Chairs and CEO's of the Local Minds, with delegated authority for operational oversight given to a Steering Group consisting of 10 people from the wider group and national Mind representatives.

The staff will be based at the Mind offices in Stratford, but have very strong links to Local Minds across London.

The Work Plan for Mind in London will be developed in conjunction with the Mind in London Steering Group. Key priorities for the first year will include:

- Establish effective systems and processes to facilitate regional and sub-regional responses to influencing and business development opportunities
- Developing strong, sustainable relationships with key stakeholders across London and representing Mind in London at key decision-making and influencing forums
- Developing a Mind in London manifesto for the 2020 London Mayoral elections
- Establishing a Mind in London Lived Experience Network to inform influencing and business development work
- Mapping Mind in London services, establishing quality baselines, centres of excellence and learning networks in liaison with Head of Service Development at Mind and in line with Mind's service strategy

### **Key Responsibilities:**

#### **Influencing**

1. Develop and maintain an excellent understanding of local Minds in London and of the role of the third sector in providing mental health services
2. Lead on the development of Mind in London policy positions and manifestos, drawing on input from local Minds, Mind's Policy and Campaigns team and people with lived experience of mental health problems
3. Meet regularly with Mind's colleagues in comparative roles – working with groupings of local Minds across England and Wales - for mutual support and to share good practice
4. Work closely with the Local Leadership to ensure that Mind and local Mind colleagues are working in partnership and with agreed messaging
5. Map regional and sub-regional stakeholders and forums, working with local Mind colleagues to ensure effective engagement
6. Develop and maintain strong, sustainable relationships with key stakeholders across London, both within and beyond the mental health system
7. Represent local Minds in London at key decision-making and influencing forums
8. Establish effective systems and processes to facilitate regional and sub-regional responses to influencing and communication opportunities

#### **Business Development**

9. Identify business development opportunities, including through tenders and grant funding, that align with Mind in London strengths and priorities
10. Support the development of further investment approaches, in groupings of local Minds, to strategically influence locally

11. Develop and maintain excellent relationships with senior representatives of a wide range of organisations operating at a London level, with a view to forming partnerships for collaborative bidding and service delivery
12. Establish effective systems and processes to facilitate regional and sub-regional responses to business development opportunities
13. Support local Minds in London to agree on and take forward the most effective partnerships to bid for and deliver new multi-Borough or London-wide services and projects, involving Mind's Tender and Contracts team as required
14. Capitalise on opportunities for Mind in London to develop corporate partnerships
15. Facilitate the spreading of good practice models of service delivery between local Minds in London and beyond

### **Mind in London**

16. Lead on the development of annual work plans, in collaboration with the Mind in London Steering Group, and lead on their effective implementation
17. Provide regular and ad hoc reports regarding delivery of the Mind in London annual work plan and priorities to the Mind in London Steering Group and wider CEO & Chairs Group
18. Ensure Mind in London has clear branding and messages, linked to its manifesto, and that these are represented online, in written materials and through face-to-face interactions
19. Provide support to the Mind in London Steering Group to enable them to be as effective as possible in their governance role
20. Line Manage the Mind in London Co-ordinator, including providing them with regular supervision, appraisals and support to excel in their role
21. Ensure strong links and two-way communication between Mind in London and relevant departments at Mind

### **General Responsibilities**

22. To ensure our work reaches people from a wide range of backgrounds, including people from marginalised communities
23. To attend and contribute to meetings, training and other events as required.
24. To attend and contribute to the supervision and appraisal process.
25. To ensure that all responsibilities and activities within this post are in accordance with the terms and spirit of Mind's policies and values.

## Strategic Lead for Mind in London

### Person Specification

Criteria marked (A) will be used for shortlisting

Category	Post Requirements	
	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>Degree, NVQ Level 4 or equivalent (A)</li> <li>Relevant professional qualification or equivalent by experience (A)</li> </ul>	<ul style="list-style-type: none"> <li>Management qualification (A)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Influencing at a senior, strategic level (A)</li> <li>Business Development (A)</li> <li>Line managing and supervising staff (A)</li> <li>Managing community based health or social care services (A)</li> <li>Working effectively in partnership with other organisations (A)</li> <li>Building and facilitating collaborative working (A)</li> </ul>	<ul style="list-style-type: none"> <li>Working in mental health services (A)</li> </ul>
<b>Skills, Knowledge &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good verbal communication skills in order to deal with a wide range of people</li> <li>Good written communication skills and ability to present information clearly (A)</li> <li>Good interpersonal and influencing skills</li> <li>Good understanding of the needs of people with mental health needs</li> <li>Knowledge of policy and practice context for mental health services</li> <li>Understanding of the role of the third sector (A)</li> <li>Good organisational/administrative skills and ability to effectively manage a complex workload</li> <li>Flexibility and creativity</li> <li>Ability to translate vision into strategy, into practice</li> <li>Ability to facilitate meaningful service user/carers involvement</li> <li>Ability to work with and be accountable to a governing Board</li> <li>Understanding of how the services should operate in line with Mind in London's values, aims and objectives</li> <li>Ability to use Microsoft Office applications (A)</li> <li>Understanding of and commitment to Equality &amp; Diversity</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>Ability to work flexibly in order to meet the needs of the service, including travel across London</li> </ul>	

