



## **Network Events Officer**

### **About Mind**

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.

Mind employs over 400 staff and we have a team of volunteers. Most staff are based in Stratford, London, there is an office in Cardiff and there are a number of dispersed staff working across England and Wales.

### **Purpose of the job**

The Network Events Officer will support the delivery of the Mind Federation Conference, which will take place virtually across three days in November 2021.

Mind has a federated model made up of national Mind, Mind Retail and our network of 114 independent local Mind charities who are delivering mental health services in their communities across England and Wales.

The annual Network Leaders conference brings the Mind network, national Mind and Mind Retail together, as one federation with a common purpose. In 2021, for the first time and in response to the pandemic, we held our annual conference online. The result of this was that we were able to welcome over 900 attendees to the event (in comparison to 300 in 2020). We are keen to keep this level of inclusivity to Mind Federation staff in 2021 and so we will continue to hold the event online.

It is a large and complex event – last year we had 16 plenary speakers, 12 workshops, 24 workshops, 20 networking rooms and 9 regional meetings. Its purpose is to:

- Give local Minds the opportunity to learn and share best practice from the sector
- Allow CEOs and trustees to network with their peers, providing a safe space for open conversations
- Celebrate and showcase the important work taking place across the Mind network
- Discuss the future direction of our federation
- Make plans for how together, we will continue to offer the best support so that everyone experiencing a mental health problem gets support and respect.

The post reports to the Network Engagement Senior Officer and is based in the Network Unit – our role is to strengthen the collective power of the federation. The role is on a fixed term basis until the end of December 2021.

Mind aims to ensure that the needs and interests of mental health service users, women, black and minority ethnic communities, disabled people, lesbians, gay men, bisexuals, transgender and people of all ages are reflected in all its activities. You are expected to contribute to this aim.

### **Key responsibilities**

1. To support on the project delivery of the Mind Federation Conference in November, a large and complex event with multiple stakeholders involved.
2. Contribute to the development of an interactive and engaging conference which is tailored to the audiences in attendance and that incorporates best practice in digital conference delivery.
3. Support the application process for a workshop programme to ensure that we have a high quality workshop programme.
4. To support team logistics and administration including liaising with suppliers, financial administration, managing registration and responding to enquiries from delegates
5. Coordinate communications including implementing a communications plan and ensuring that attendees, speakers, panellists and facilitators are well-briefed in advance of the event.
6. Ensure the views of people with experience of mental health problems inform and guide your work and actively seek opportunities to involve people with lived experience in planning and delivery.

### **Person specification-Essential criteria**

1. Experience of development and delivery of events, ideally with experience of virtual event production
2. Ability to use IT systems effectively across multiple platforms, such as Eventbrite, or similar.
3. Strong organisational and time management skills, with ability to meet agreed targets and deadlines
4. Ability to work collaboratively as part of a diverse and geographically dispersed team
5. Good relationship management skills, with the ability to maintain working relationships with a wide range of groups and individuals.

6. Good oral and written communication skills with internal and external audiences
7. A commitment to Mind's aims and values, including how these could and should be reflected locally.

**Desirable criteria**

1. Experience of working in the provision or development of mental health services.
2. Direct or indirect experience of mental health problems.
3. Good understanding and experience of the third sector