# Physical activity senior officer - job description

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| Grade | D (£33,310- £38,864) *Plus location allowance depending on the appointed candidate's working location. At present this is a £3,343 allowance for staff in London, a £644 allowance for those in Cardiff and a £1,479 allowance for others.* |
| Type of contract | Fixed Term until 31.3.2022 |
| Directorate | Networks and Communities  |
| Team | Physical Activity  |
| Reports to | Head of Physical Activity  |
| Responsible for | N/A |
| Location | Flexible - likely to be hybrid mix of homeworking and time in Stratford, London office  |
| Hours | 35hrs p/w  |

**Purpose of the job and scope of the job**

**Key Responsibilities**

**Purpose of the job**

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.

The Networks and Communities (N&C) Department at Mind has a crucially important role in enabling Mind to reach more people, increase our influence and effect long lasting change in all communities including disadvantaged and marginalised communities, across England and Wales. We support people to be involved in designing and delivering our work, and to develop their own ability to lead.

Our increased impact comes about through supporting and strengthening the federated model and our relationships with our network of around 120 affiliated local Minds organisations, so that strategically we can align and they are supported and equipped to act as the primary vehicles and take ownership and leadership of Mind’s mission in local areas across England and Wales.

For over six years, Mind has worked closely with Sport England and wider partners such as the English Football League to develop programmes to increase the sport and physical activity sectors understanding of mental health and with the mental health sector, including local Minds to use sport and physical activity to help people to stay well and live well with mental health problems. During the 2021-22 financial year Mind are funded to maintain the existing sector support and influencing offer and to develop audience insight, looking ahead to phase three of this work which will align with Mind’s 2021-24 strategy. It is Mind’s ambition to embed this work within the respective eco-systems to ensure a lasting legacy.

As Senior Physical Activity Officer you will work across our portfolio of partners including Sport England and the EFL to support our strategic influencing workstream with national physical activity partners and mental health organisations. This is role varied and we are looking for a dynamic, self-starter to work closely with the Head of Physical Activity and the wider team.

**Key responsibilities**

1. Support partners to embed mental health across their organisation through working with them to develop mental health policies and strategies, sharing best practice across the sector.
2. Support our national influencing work through leading and coordinating meetings with partners, drafting policy responses and supporting the Head of Physical Activity in the emerging work in this space.
3. Develop and maintain relationships with colleagues in the Mind policy and campaigns team and with external partners, coordinating events such as a proposed joint All Party Parliamentary Group meeting for sport and mental health.
4. Develop and deliver training courses and workshops to support the sport and physical activity sector’s understanding of mental health and for mental health partners on using physical activity to achieve mental health outcomes.
5. Work with the Head of Physical Activity and Physical Activity Operations Manager to support our business development processes contributing towards proposals and frameworks to support the sustainability of the programme.
6. Support the development and promotion of Mind’s Sector Support Universal Offer which will include the maintenance, updating and creation of new resources (this may include developing webinars, training, resources, toolkits and factsheets), taking responsibility for key areas of the offer.
7. Provide time-bound reactive support to partners through a ‘universal plus offer’ subject to capacity and strategic fit. The scope may include, but is not limited to auditing mental health provision, supporting strategy or policy development, providing content for resources or delivering workshops.
8. Disseminate information to and from Mind’s networks – local Minds, young people, members, and partners – via appropriate channels on activities and initiatives being undertaken by the Physical Activity Team.
9. Contribute to the widespread sharing and scaling of learning across the organisation and wider networks.
10. Represent the team at external meetings where appropriate and work with external contacts as directed.
11. Contribute to reports to funders and other reporting needs.
12. Work closely with the wider Physical Activity team to deliver a team work plan
13. Undertake any other duties, which are in keeping with the grade and overall purpose of the 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:

• 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. A professional track record in the development and/or delivery of programmes which support cultural change in either the mental health or sport/physical activity sector.

2. Demonstrable experience of writing to inform and influence, which may include; organisational policy and strategy documents, business cases, and local or national government policy responses.

3. An experienced and skilled trainer who understands different learning styles and approaches. You have experience of designing and delivering high quality training and workshops to a wide range of audiences. Ideally, you will have experience of delivering mental health awareness training.

4. Ability to collate, analyse, and present complex information, from a variety of sources including research reports, policy documents and legislation.

5. Ability to quickly establish personal credibility working with a wide range of stakeholders, using negotiation and influencing skills to deliver results.

6. Experience of designing projects, programmes or resources that involve a diverse range of service users including people from marginalized communities and other stakeholders including funders and deliverers in the design, development and delivery.

7. Ability to work on own initiative, with the ability to prioritise work effectively and manage multiple tasks across a complex organisation, whilst working as part of an effective and highly motivated team.

8. Ability to work collaboratively to seek views across a number of stakeholders to inform your work, including cross organisational teams, service users, funders, delivery partners and system partners.

9. A self-starter who is passionate about the work and works flexibly to fulfil the role.

10. A commitment to Mind’s aims and values, including an understanding of how these can and should be reflected locally. Plus an understanding of and commitment to Mind’s work on equality and diversity.

## Desirable criteria

1. Direct or indirect experience of mental health problems.
2. A solid understanding of the sporting, physical activity and health ecosystems and policy landscape, with an appreciation of the challenges relating to mental health at the different levels.
3. Tutoring or training qualifications for example Award in Education and Training or equivalent.
4. An understanding of Mind and its networks, or similar structures within the voluntary sector.