

**Job description**

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| **Job title** | Programme Assistant (Midlands Engine MHPP) |
| **Responsible to** | Employer Engagement Manager (Midlands Engine MHPP) |
| **Overall team size** | 4 |
| **Remit of the post covers** | England  |
| **Department** | Networks and Communities |
| **Section** | Community Programmes  |
| **Hours**  | Part-time, 21 hours per week |
| **Salary** | Grade B |
| **Length of contract** | Fixed term until 31st December 2021 |
| **Location** | This position will initially, in line with current and potentially future guidance, be based from home. Post lockdown this role will retain some flexibility but post holders will be expected to be in the office in Stratford, London for a minimum of two days thereafter (or more, depending on the arrangements of your team) |

**Purpose of the job**

We’re Mind, the mental health charity. We are here to fight for mental health. For support. For respect. We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding.

The Networks and Communities (N&C) directorate support people with mental health problems to get support and respect and to lead change in mental health services where they live. We do this by supporting local Minds to be the leading mental health organisations in their communities, measured by their reach, the quality and impact of their services and their influence and partnerships.

N&C works in partnership with local Minds, community groups and people in communities to build capacity for social action and active citizenship that can improve mental health outcomes for people with mental health problems.

The Programme Assistant for the MHPP programme will be responsible for providing effective administration across the programme to support the Programme Manager, Senior Programme Officer and Employer Engagement Manager in ensuring that the programme is successfully implemented.

**The Midlands Engine Mental Health & Productivity Pilot**

The Midlands Engine is a coalition of Councils, Combined Authorities, Local Enterprise Partnerships (LEP), Universities and businesses across the Midland’s region, actively working with Government to build a collective identity, to present the Midlands as a competitive and compelling offer that is attractive at home and overseas. It has five priority areas, including ‘*shaping great places by promoting the Midlands as a great place to live, visit, learn and work’.*

The Midlands Engine Mental Health & Productivity Pilot is a £6.8m pilot that will support the Midlands Engine to achieve progress against this priority area. It will do this by delivering a step change in every area across the East and West Midlands in the support offered to employers and employees to promote and deliver better mental health across all types of organisations, leading to higher levels of productivity.

The pilot runs until July 2022. It will be delivered across three themes:

* Theme 1 – Review and Scoping
* Theme 2 - Development and implementation of pilot interventions
* Theme 3 – Monitoring, Evaluation and Sustainability

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

# Key responsibilities

1. To provide administration support to the programme team including diary management, organising internal and external meetings, organising attendance at workshops and key events and taking accurate meeting minutes/report write ups.
2. To support the MHPP team to deliver programme activities to a high standard. Examples include supporting with engagement and campaigning activities, preparing powerpoint slides, proofing documents, supporting with reporting and collating feedback forms.
3. To support with basic data collection and analysis for surveys carried out as part of campaign development and evaluation.
4. To provide specific support to the MENTOR pilot, including case distribution to local Minds.
5. To raise purchase orders and process invoices and expenses on behalf of the programme team.
6. To lead on any special projects that are appropriate to the grade of the post.
7. To work in an integrated way with all Mind colleagues specifically those working in the following teams: Workplace Wellbeing, Children and Young People, Research and Evaluation, Finance, Information, Digital, Media and Communications.
8. Undertake any other duties, which are in keeping with the grade and overall purpose of the post.

#### Expectations

1. To attend and contribute to meetings, training and other events as required.
2. To attend and contribute to the supervision and appraisal process.
3. To ensure that all responsibilities and activities within this post are in accordance with the terms and spirit of Mind’s policies.
4. To occasionally travel to meetings in England, which may require the need to work unsociable hours e.g. attending evening or weekend meetings or for overnight stay.
5. To adhere to relevant legal and statutory requirements including the Data Protection Act and the Health and Safety at Work Act.
6. To use Mind’s resources responsibly.
7. To contribute to making Mind a greener workplace.
8. To contribute to Mind’s work to become an anti-racist organisation.
9. The nature of the post will require flexibility in undertaking this role.

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Person specification: Programme Assistant (Mental Health & Productivity Pilot)

## Essential criteria

1. Experience in supporting the delivery of projects
2. Demonstrable experience of office based administrative work.
3. Excellent interpersonal and communication skills face-to-face, online, by telephone, and in writing.
4. Experience of working with external stakeholders to organise meetings or events.
5. Good IT skills. Competent in the use of online video conference platforms such as Zoom and Microsoft Teams and MS Office, including Word, Excel, Outlook and PowerPoint.
6. Experience of organising and prioritising own workload on a day-to-day basis.
7. Experience of working to tight deadlines and on multiple tasks.
8. Experience of accurate minute taking.
9. Experience in supporting financial management such as processing invoices/expenses
10. Good team working skills.
11. Ability to pay attention to detail and good work presentation, including laying out letters, memos, reports and minutes.
12. Ability to be discreet and to deal appropriately with confidential information.
13. Commitment to Mind’s mission, values, aims and objectives.
14. An understanding of and commitment to equal opportunities principles.

# Desirable criteria

1. Knowledge and understanding of workplace wellbeing mental health issues and mental health policy in England.
2. Direct or indirect experience of mental health problems.