



# Coalition of Disabled People

## JOB DESCRIPTION

**POST:** Mental Health Lead

**HOURS:** 36 hours per week, worked flexibly.  
These hours will be worked over a 5-day week. Some flexibility around hours is possible for the right candidate. There is an expectation that these hours would include up to one evening per week and one weekend day per month. Fixed term contract until 31<sup>st</sup> March 2022 with the possibility of extension subject to securing on-going funding.

**LOCATION:** This role will be home based (within Surrey or NE Hants) with the expectation to work a day per week from the office base in Burpham (subject to Covid-19 restrictions)

**SALARY:** £28, 000 per annum

**REPORTING TO:** Chief Executive Officer, Surrey Coalition

**ACCOUNTABLE TO:** Surrey Coalition Board

### **INTRODUCTION TO THE ROLE:**

This role has been created to support and improve the mental health service user and carer voice and influence.

The post holder will achieve this by providing mental health leadership and line management capacity within the Coalition. The role will include supporting the Independent Mental Health Network to help expand, develop and coordinate the work of the network, the IMHN Chair, Vice Chair, representatives and members.

The post holder will be responsible for the line management of the IMHN Coordinator and the FoCUS Involvement facilitator. The post holder will be responsible for ensuring that we meet our grant conditions (for the IMHN) and contract requirements (for FoCUS).

The post holder will be responsible for managing strategic relationships for Mental Health for the organisation and, working with the Independent Mental Health Network, ensuring appropriate representation on all strategic mental health boards within Surrey and NE Hants.

## **Background to the Independent Mental Health Network (IMHN)**

Work on setting up the Independent Mental Health Network started 5 years ago, when a Coordinating Group was established which is Chaired by people with lived experience, supported by Surrey Coalition of Disabled People and Action for Carers Surrey. Since then the Network has grown in members, reach and influence. The network is recognised by mental health service commissioners and providers as being the central point for engagement with people using services and carers.

Commissioners have provided funding to support the Network, because they want to strengthen the involvement of people using mental health services and carers so that they are at the heart of, and thereby influence future strategies, plans and services to improve mental health in Surrey and North East Hampshire.

## **PURPOSE OF THE ROLE**

To provide leadership and line management support for the Independent Mental Health Network and, working closely with our partners (LF Solutions) to lead on the delivery of the FoCUS contract. The post holder will be responsible for the development and implementation of the Coalition Mental Health strategy – delivered through the Independent Mental Health Network.

## **MAIN TASKS**

### **Staff line management**

- Line management responsibility for two/three team members, ensuring the Mental Health staff team are able to deliver their work plans and maximise their impact.
- Providing regular 1:1 supervision/catchups with staff
- Providing and/or arranging cover for staff absence
- Coordinating and approving annual leave requests
- Leading the weekly mental health team meeting
- Organising staff development opportunities

### **Mental Health strategy delivery**

- Working collaboratively with the IMHN Chair, Vice Chair, IMHN members, IMHN reps and the IMHN Coordinator to design and deliver the IMHN work plan.
- Ensuring the IMHN work plan contributes to the delivery of the Coalition strategy
- Being a part of strategic boards and forums where appropriate
- Acting in place of representatives when required in meetings and other relevant forums

## **Mental Health communications**

- Develop and maintain communication with people and groups in the Network and FoCUS to ensure regular and effective two-way communication between members and user/carer groups and the Coordinating Group, to enable people to raise issues, get involved in co-production activity, comment on consultations and receive feedback
- Communicate reports, findings and recommendations from network and sub-groups to the relevant commissioner and/or service provider and Network members
- Liaise with mental health service providers in the public and voluntary sectors to promote awareness of the Network and/or FoCUS and encourage them to support their clients to be involved
- Manage representation at a range of community activities, to reach, recruit and engage people with a range of views
- Promote the benefits of involvement in co-production for people with lived experience to build confidence, self-esteem, and wellbeing, and increase social inclusion
- Champion co-production as the involvement methodology of choice across the system.
- Challenge occasions where a co-production approach has not been taken and identify how this can be avoided in future.
- Constructively always challenge poor practice and champion the rights of people with lived experience.

## **Organising and facilitation**

- Through providing leadership to the Mental Health team, enable people and groups to contribute views, raise issues, and shape priorities
- Organise, coordinate and facilitate sub-groups (project or special interest groups) and pro-actively seek experiences and views on defined services or programmes
- Organise training and resources to enable network representatives, the Chair, Vice Chair and IMHN members to fulfil their roles
- Enable the delivery of a regular representative support day including facilitating an informal group catch-up, a lunch and learn event and a special interest discussion group
- Support the organising of bi-monthly Coordinating Group meetings

- Design and support a range of 'pop up' events to enable the Network and FoCUS to include voices of those who are under-served and/or more seldom heard
- Develop and update the Annual Work Plan based on issues raised by members, priorities agreed by the Coordinating Group and requests from Commissioners for involvement in co-design and co-production
- Work with the Coordinating Group and health and care commissioners to identify creative ways of monitoring services including mystery shopping and make the arrangements for these to take place
- Liaise with Mental Health Commissioners in NHS Clinical Commissioning Groups, Adult Social Care and Public Health, to identify opportunities for members of the Network (including members, reps and the Chair/Vice Chair) to be involved in strategy and service development, including the procurement of new services

### **Analysis and reporting**

- Lead on collation of submitted views and produce a Network response to consultations and questions posed to the network or to the Coalition and relating to Mental Health
- Collect and report on data

### **Representation**

- Where the post holder will sit on strategic boards, preparing in advance to ensure that views from members, representatives and the Chair and Vice Chair are accurately portrayed

## **PERSON SPECIFICATION**

(E) = Essential (D) = Desirable

### **Education**

- Degree level education or equivalent experience (E)
- Evidence of continued professional development (E)

### **Communications**

- Excellent communication skills with the ability to communicate effectively and empathically, using a range of methods (E)
- Competent and confident user of technology and IT including Microsoft applications, databases, websites and social media (E)
- Ability to develop strong and effective relationships with senior health and social care commissioners and service providers in the public and voluntary sectors (E)

## **Organising and facilitation**

- Strong project management, organisational and administrative skills (E)
- Ability to prioritise and plan workload among conflicting priorities (E)
- Experience of planning and conducting events which are accessible (E)
- Experience coordinating networks or groups in community-based settings (E)
- Knowledge and experience of user involvement and representation (E)

## **Supporting and supervising**

- Experience of staff line management or staff supervision (D)
- Inter-personal and teamwork skills/experience to achieve goals (E)
- Experience of working with volunteers (E)
- Experience of working with people with mental ill-health, mental illness or other disabilities and unpaid/family carers (E)

## **Analysis and reporting**

- Methodical approach to information gathering and reporting (E)
- Experience of writing formal reports (E)
- Experience of using data to report (E)

## **Knowledge and personal attributes**

- Knowledge of and a commitment towards equality and diversity (E)
- Knowledge of confidentiality, data protection and Safeguarding Vulnerable Adults' legislation and best practice (E)
- Self-motivated and able to work independently with drive and purpose (E)
- Personal confidence to enable constructive challenge and robust discussion at a strategic level

## **Other requirements**

- Access to the internet and a suitable area to work safely (if the applicant intends to work from home on occasion) (E)
- Ability and willingness to travel anywhere in Surrey and North East Hampshire (E)
- A willingness to uphold the values and beliefs of Surrey Coalition of Disabled People (E)
- The ability to maintain high standards of health, safety and welfare at work and take reasonable care for the health and safety of self and others (E)

- The ability to comply with the organisation's policies and in particular the data protection requirements of the General Data Protection Regulations (GDPR) and Safeguarding Vulnerable Adults (E)

**NB: This role requires the successful applicant to be subject to an Enhanced Disclosure and Barring Check.**

**March 2021**