

JOB DESCRIPTION



Title: Head of Programme: Mental Health

Location: Lancashire (Base to be determined)

Hours: 37 hours

Contract Type: 2 years FTC

Salary: NJC SP36 £31,230

Reporting To: Community Director

Key Purpose

To manage and develop Lancashire Women's Centres work around mental health and wellbeing including working in and with communities as well as managing IAPT delivery across Lancashire.

Project Management: Contracts

1. Coordinate and manage delivery of contracts liaising with commissioners and partners as appropriate.
2. Provide assessments and risk management of clients where needed to ensure interventions are within IAPT guidelines and the minimum dataset is captured.
3. Ensure the effective allocation of resources and staff.
4. Contribute to marketing and promotion of the MH programme area and all its projects / services.

Project Management: New Projects and Opportunities

1. Assess and review emerging needs from work with staff, communities and local partners, working with the Development Director to identify how best to respond to these needs.
2. Supporting, and where appropriate, leading on bid writing in relevant areas.
3. Lead discussions and activity on MH service development and design ensuring inclusion of service users / communities.
4. Manage any mental health new projects and initiatives.

Staff management and Development

1. Ensure all relevant services adhere to IAPT and NICE guidance, liaising with the MH Practice Lead on BACP standards of good practice and ethical working.
2. Oversee recruitment and training of counselling volunteers and staff as required.
3. Run team meetings and ensure effective communication across the MH programme area.
4. Provide line management to staff and therapists.
5. Ensure that all services and activities are accessible and women and girls are supported as required.
6. Facilitate team training and learning where appropriate.

Performance and Reporting

1. To use administrative, statistical and recording systems effectively ensuring good practice regarding any sensitive, confidential material and in line with GDPR.
2. Leading on maintaining/ securing any appropriate quality marks related to areas of delivery in conjunction with the MH Practice Lead and Impact Director.
3. To have clear understanding and visibility of real-time performance KPIs, raising potential issues proactively to the Community Director and identifying corrective measures to ensure KPIs are met.
4. Ensuring high quality performance for project delivery within mental health programme.
5. Manage any subcontracted activity within the mental health programme.
6. Lead on report writing / evaluation activity.

External

1. To attend meeting/networking events as appropriate.
2. Keeping up to date with changes in legislation and policy impacting upon areas of work including: attendances at relevant conferences, training sessions, reviewing relevant journals and attending relevant locality meetings.
3. Representing the organisation at strategic level in areas of expertise, in conjunction with Strategic Lead, CEO and other SMT.

General

1. To ensure that required standards of health and safety are maintained.
2. To work flexibly as and when required and to support other team members as needed.
3. To uphold the policies and ethos of Lancashire Women's Centres at all times.
4. To carry out such other duties as may be required in line with the nature of the post.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.

PERSON SPECIFICATION

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Qualifications	Educated to Graduate level or equivalent level of work experience in relation to mental health and project/staff management	Essential
Experience	Minimum of 3 years work at management level within relevant work areas.	Essential
	Voluntary sector work experience with vulnerable communities.	Desirable
	A gender specific approach to service delivery.	Desirable

Skills and understanding	Effective stakeholder engagement and management with a range of external and internal partners across all sectors.	Essential
	Excellent project management skills and an ability to deliver complex projects with multiple stakeholders.	Essential
	An ability to manage conflict effectively whilst meeting the needs of the wider organisation.	Essential
	An ability to develop and deliver materials /presentations for training events, seminars and conferences accessible to a range of audiences.	Essential
	An effective leader who can engage others and drive ideas forward.	Essential
	Excellent organisational and administrative skills including a good knowledge of Excel and other IT packages.	Essential
	Is non-judgemental and understands the importance of equality and diversity at all levels of work.	Essential
	Can deliver work to a high standard and demonstrate a professional approach	Essential
	Excellent interpersonal skills along with a high level of written and verbal communication skills .	Essential
	Confident in handling safeguarding issues and implementing risk assessment procedures.	
Personal Attributes	Ability to work flexibly and at pace, balancing client need with demand and challenging targets.	Essential
	Entrepreneurial and open to ideas and opportunities	Essential
	Team focused	Essential
	Enthusiastic and approachable	Essential
	Shared values with LWC	Essential

Closing Date: Thursday 7th June 2018 (5pm)

Applications to Recruitment@womenscentre.org