Mental Health Development Worker

Job Description

**Responsible to:** Volition Director

**Salary** NJC SP 23–25 £27,741 pro rata

**Hours** 35 hours per week

**Holidays** 28 days (plus bank holidays) pro rata

**Employing Body** Volition

**Contract** Permanent

**Pension** 6% Company scheme or contribution to private pension scheme

# Purpose of the Post

To support and develop Forum Central in its objectives including:

* Represent the third sector in the health and care strategic planning and commissioning structures across Leeds. This role will have a specific focus on the area of mental health and wellbeing.
* To provide leadership and co-ordination on behalf of the third sector mental health organisations in the implementation of the Mental Health Collaborative.
* To maintain (and develop where needed) adequate and consistent representation of the interests and position of the mental health third sector across the various strands of work represented within the Mental Health Strategy for the city.
* To support and promote third sector philosophy and practice for the improvement of all health and care services.
* Promote effective communication and partnership between member organisations and with statutory services.

# Duties and Responsibilities

1. To work as part of a small team working both collaboratively and with individual responsibilities and shared areas of work. This will include working with other members in the team to share good practice and raise the profile of the sector and taking a lead, on behalf of Forum Central, on thematic cross-cutting strands of work as appropriate.
2. To work with the Member Support Worker and other colleagues to develop good links with member organisations and key individuals in statutory and non-statutory organisations, with a focus on the areas of mental health and wellbeing.
3. To actively and continuously seek the views of our members on both organisational challenges and expertise of the strengths, assets, challenges and inequalities faced by the communities they work with.
4. To facilitate third sector involvement in planning and development of health and care services and the Mental Health Collaborative - this will include supporting representatives by providing them with information and encouraging feedback and dissemination of information from meetings to Forum Central as a whole.
5. To ensure representation is from a diverse range of groups across the third sector, with a focus ensuring smaller organisations and least heard voices are represented across all areas mental health and wellbeing.
6. To ensure that a people’s voices perspective is brought to Forum Central’s work and to share knowledge from service user-led organisations within the third sector.
7. To act as a representative of Forum Central in a range of meetings and settings.
8. To work with other members of the team to produce effective communications including regular e-bulletins, emails, social media, policy briefings and reports.
9. To coordinate Forum Central meetings, special interest groups and other groups as appropriate, with a focus on the areas of mental health and wellbeing.
10. To have a focus on member engagement, retainment and new member recruitment, particularly seeking to develop connections with small, grassroots, community organisations.
11. To research, write and present reports which reflect the views of the third sector around specific or general issues.
12. To keep up to date with issues and developments affecting the health and care third sector, with a focus on the areas of mental health and wellbeing. Including national, regional and local developments and harnessing opportunities for third sector representation.
13. To attend and contribute to team meetings and team away days.
14. To undertake regular supervision and training as appropriate.
15. To undertake all necessary administration activities with additional support provided by other team members.
16. To undertake any other duties commensurate with the role.

# Mental Health Development Worker - Person Specification

The person specification should be read in conjunction with the job description. It describes the values, skills, knowledge, and experience that are necessary to fulfil the role as outlined in the job description. Please identify the ways in which you meet the person specification and job description in your application.

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| **Abilities and skills** | **Essential** | **Desirable** |
| Excellent inter-personal and communication skills including facilitation and chairing meetings, and in understanding and confidently representing a range of different views | X |  |
| To participate at a senior level in a range of different meetings | X |  |
| To understand and summarise complex issues – written and verbally  | X |  |
| To quickly grasp key issues from meetings and reports and apply them to work plans  | X |  |
| To work creatively and flexibly with a wide range of partners building constructive relationships | X |  |
| Positive attitude to equal opportunity and diversity | X |  |
| Self-motivated, well organised and able to use initiative | X |  |
| To work from home / in office and attending both virtual and in person meetings, where appropriate |  |  |
| **Knowledge** |  |  |
| Knowledge of the Leeds third sector | X |  |
| Knowledge of Leeds’ mental health and wellbeing services | X |  |
| Knowledge of national and local policies and their impact on local health and care services, particularly mental health services |  | X |
| Knowledge of different organisational structures in theThird sector, the NHS and Local Authority |  | X |
| Understanding of the social model of disability | X |  |
| Understanding of person centred, recovery focused mental health services | X |  |
| **Experience** |  |  |
| Of working in or closely with the third sector | X |  |
| Of undertaking a representative role  | X |  |
| Of collaboration with stakeholders in different sectors | X |  |
| Lived personal experience of mental health difficulties  |  | X |
| Lived experience of Black, Asian or Minority Ethnic Communities |  | x |
| Of project development and management |  | X |
| Of working within a partnership  |  | X |

