



Recruitment Pack
Mental Health Lead
July 2021

Thank you for your interest in working with Lancashire Mind

Who are we?

Lancashire Mind is an independent mental health charity delivering a strategy that has been co-created with the people of Lancashire. We are also an active member of the national Mind Federation and work together with partners across the country.

We are more than a mental health charity.

We're a passionate movement leading the wellbeing revolution in Lancashire.

Our purpose is to achieve the best possible mental health and wellbeing for everyone in Lancashire. To achieve this, we will:

- **Connect Minds** with ongoing engagement and co-creation
- **Change Minds** by challenging stigma and increasing knowledge around mental health
- **Support Minds** by being a source of help where and when people need to

Our work empowers people in Lancashire to value and take care of their mental health.

We work in partnership with others to provide support, raise awareness and campaign across Lancashire to make mental wellbeing a priority.

We believe that everyone can achieve mental wellbeing and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

Around 1 in 4 people in Lancashire are currently living with a mental health condition. While these individuals play an active role in society there are still too many barriers to good health, employment, and well-being. COVID-19 has had

a devastating impact on individuals, communities, jobs, and life chances. We are only just beginning to understand the mental health impacts of the pandemic upon the people we serve so it is all the more important that we keep engaging with people across the county and ensuring their voices are heard.

We are determined to ensure we are an organisation that is representative of the diversity of the whole county and to challenge the health inequalities that affect various communities. We are working to become a truly anti-racist organisation. We will not rest until we achieve mental wellbeing for everyone in Lancashire.

We raise awareness of mental health and wellbeing and the ways in which we can all take steps to improve our wellbeing through our Community Development Services. We work with businesses across Lancashire to provide effective workforce training to improve resilience and mental wellbeing and to reduce the impact of stress and mental health conditions in the workplace.

Lancashire Mind in 2021 is in a strong position, in terms of finance, leadership and with the launch of our new strategy. Our 5 strategic aims are:

1. To listen, learn and influence
2. To work with others to solve problems
3. To keep making it easier to talk about mental health and wellbeing
4. To get people the help they need
5. To keep getting better

Our purpose is underpinned by four values, which are to be: Real, Bold, Caring and Open.

We believe that, working together with others, we can make Lancashire a leading county for mental wellbeing, and ensure everyone experiencing a mental health condition is treated as an equal member of society.

Would you like to join us to connect, change and support minds?



The service

This is a new role to lead and develop Lancashire Mind's Wellbeing Coaching and Active Monitoring service.

Lancashire Mind's Wellbeing Coaching is a tier 2 / secondary prevention service which delivers one-to-one and small group support sessions.

Wellbeing coaches work across Lancashire with children, young people and adults at risk of developing a mental health condition to enable them to develop coping strategies and take action to improve their wellbeing.

Coaches deliver 1:1 and group sessions, delivering low intensity interventions to help people build resilience, develop healthy coping strategies, and improve their wellbeing and quality of life.

Sessions involve guided self-help and behavioural activation; utilising techniques such as goal setting, thought challenging, diary planning, relaxation and breathing techniques.

In addition, Lancashire Mind is piloting an Active Monitoring service offer. Active Monitoring is a self-directed psycho-educational Programme offered to people presenting to GPs with a range of symptoms associated with depression, anxiety, low self-esteem, and stress.

Sessions follow the most appropriate pathway for the service user; anxiety and panic attacks, low mood, low self-esteem, stress, grief and loss, feeling alone and managing anger. From these pathways, there are a range of self-help tools for the service user to access.

The role

Under the direction of the Head of Services, the Mental Health Lead manages the development and delivery of the projects as detailed above.

The Lead manages two Wellbeing Coaches who deliver services in Blackburn with Darwen. The Lead will recruit and manage an Active Monitoring practitioner to deliver the pilot.

The Lead is responsible for managing all aspects of project delivery; caseload management,

partner and funder liaison, promotion, quality assurance, monitoring and reporting.

The postholder will also be responsible for mobilising the Active Monitoring pilot, liaising with commissioners and NHS staff.

Excellent communication skills, project management and line management experience are essential for success in the role. The postholder will have experience of working in mental health services and an understanding of the NHS psychological therapies service (IAPT).

The postholder should have experience of engaging and working alongside diverse communities and have a good understanding of how prejudice, stigma and discrimination impact on people's mental health.

What people enjoy about Lancashire Mind

- Challenging, varied, flexible and innovative work
- Shared passion for mental health and wellbeing
- Rewarding work - making a difference, seeing progression, a sense of achievement
- Feeling valued, listened to and supported by colleagues
- Working with people, the community, a wide range of organisations
- Responsibility, trust, openness and autonomy
- Opportunities to learn
- Meeting new people and being part of a passionate team
- Feeling part of something revolutionary
- Opportunity to work flexibly and achieve a good work/life balance

Organisational perks

- A 35-hour working week (full-time hours), with flexible start and finish times
- Annual holiday entitlement for full-time staff is 25 days, plus 8 bank holidays, with the potential for the days between Christmas and New Year to be gifted to staff (pro rata for part-time staff)
- Opportunity for staff to save for their retirement through a workplace pension
- Staff are eligible for the company sick pay scheme after completion of a six-month probation
- Emergency time off - we appreciate that there can be difficult times for you and your family; the organisation offers up to five days paid leave (pro rata for part-time staff)
- All members of staff receive regular supervision, giving you protected time to reflect on and plan the work you do
- Lancashire Mind is committed to providing learning and development opportunities
- Workplace wellbeing scheme - provided by staff champions who organise wellbeing activities to support people to maintain and improve their wellbeing
- We strive to be a green organisation and take practical steps towards this
- We reimburse the cost of standard eye tests and annual flu jabs

Job description

Job title: Mental Health Lead

Hours: Part-time 17.5 – 21 hours, exact hours dependent on an imminent funding decision, will confirm at interview

Contract: Initial 12-month contract

Salary: NJC 23-25, £ 27,742- £30,451 pro rata

Responsible to: Head of Services

Location: Working from home initially due to Covid-19 restrictions. Main office base is in Chorley with travel across the region

Overview

The Mental Health Lead oversees the development and delivery of Lancashire Mind's: Wellbeing Coaching and Active Monitoring service offers. The Mental Health Lead manages several contracts and ensures compliance: monitoring delivery against targets and reporting to funders. A central aspect of the role is working in partnership with stakeholders both internally and externally to ensure successful development and delivery of services.

The Lead has line management responsibility for wellbeing coaches and an active monitoring practitioner and oversees caseload management. The role will mobilise new projects and identify further opportunities for developing this area of work.

Main duties and responsibilities

- Overall responsibility for the successful delivery of agreed projects, ensuring Lancashire Mind delivers against targets and provides a quality and consistent service
- Mobilise, and subsequently manage, the active monitoring pilot from inception to completion, ensuring continuous learning and development
- Develop and maintain monitoring systems to ensure effective management of data and measurement of impact
- Develop and maintain positive relationships with stakeholders and partners to collaborate and deliver against project targets
- Provide strong line and team management to lead a cohesive and productive team
- Collaboration and engagement with people who use services, internal and external stakeholders to ensure continuous service improvement
- Work with commissioning managers to ensure all required monitoring, evaluation and performance indicators are provided within the agreed timelines
- Promote the projects across Lancashire to generate referrals and raise the profile of this work area
- Work with the Head of Services, Head of Development and other colleagues to identify opportunities to develop this area of work
- Attend internal and external meetings, events and training, as and when necessary
- Work flexible working hours, including some weekend and evening work, and travel across Lancashire as required
- Abide by Lancashire Mind's policies and procedures
- Undertake other tasks and duties as deemed appropriate by the Head of Services or member of the Senior Management Team

Person specification

We only consider inviting to interview people who show that they possess the following qualifications, skills, experience, and personal attributes. When you fill in your application form, use examples from your professional and personal life to illustrate how you fulfil all the criteria required at application stage.

	Criteria	Assessed at application (A) or interview (I)
Qualifications	1. Degree level in a related area of study eg. psychology or at least 2 years equivalent, relevant experience	A
	2. Qualification in coaching, counselling or a related subject	A
Knowledge and Experience	1. Supporting people on a 1:1 basis with their mental health, with an understanding of the barriers to achieving mental wellbeing	A and I
	2. Managing projects or services in the health or voluntary sector involving multi-agency partnerships	A and I
	3. Using assessment tools and experience of coaching and behaviour change techniques	A
	4. Understanding of the stepped care model and the NHS psychological therapies service (IAPT)	A and I
	5. Line and team management, including overseeing caseloads and performance	A and I
	6. Implementing professional boundaries, safeguarding and GDPR best practice	A and I
Skills, abilities and competencies	1. Exemplary communication skills; able to engage, inspire and motivate a range of audiences	I
	2. Managing conflicting demands and successfully supporting others to do the same	I
	3. Working both independently and in collaboration with others	I
	4. Ability to develop and maintain monitoring systems and completion of accurate reports to demonstrate impact	A
	5. Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages, including video conferencing platforms	Test at interview
Personal attributes	1. Resilient and committed to promoting mental wellbeing for all	A
	2. A demonstrable personal commitment to equal, diversity and inclusion; and challenging discrimination	I
	3. Positive, enthusiastic and friendly attitude	I

To apply

If you would like to discuss the job before applying, contact Sarah Jeffrey, Head of Services – sarahjeffrey@lancashiremind.org.uk

Applications must be submitted using a Lancashire Mind job application form, which can be downloaded from our website www.lancashiremind.org.uk/recruitment. If you are unable to access the website, please call 01257 231 660 to request a recruitment pack.

The deadline for applications is 9am on 16 August

Email your completed application form to admin@lancashiremind.org.uk

Please do not convert your form to a PDF, otherwise it won't be possible for us to remove the identifying information before sending your application to the recruitment panel. Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

Lancashire Mind is an equal opportunities employer and welcomes applications from all sections of the community, particularly candidates with a lived experience of mental health conditions who fulfil all the criteria within the person specification.

Interviews for this post are scheduled to take place on 24 August.

Please reserve these dates in your diary because alternative dates cannot be offered. The interviews will either be on Zoom or at our office in Chorley.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding our service users. Therefore, this post is subject to an enhanced Disclosure and Barring Service (DBS) check and we will ask you to provide evidence of your qualifications and right to work, if you are invited to interview.

Lancashire Mind

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