

## **Community Partnerships Development Manager**

Salary: S01-SP32a £34074 including Inner London Weighting

Contract: Fixed term until December 2022

Hours: 5 days/ week

Reports to: Data and Evaluation Manager

### **Role summary and context statement**

You will be working as part of the management team supporting the City and Hackney Wellbeing Network, <https://chwellbeingnetwork.london/>, a network of 9 local specialist mental health support providers.

In response to the Pandemic widening health inequalities, we are expanding the Network to enable specialist support for specific minoritized groups, through supporting non mental health specialist community organisations to join the Network.

The post holder will be responsible for supporting the new partner organisations to join the network, including building their capacity to manage contracts, KPIs and evaluation.

The organisation offers opportunities for learning and development and supports a collaborative and creative working environment. This is an opportunity for a motivated individual with initiative, excellent IT, organisation and leadership skills who wishes to be part of an innovative and diverse service contribute to an innovative approach to reducing health inequities.

### **Accountabilities/tasks/duties**

#### **Project Management**

Onboard partners through mentoring, completing a Readiness Check, set up of KPIS, reporting and appropriate outcomes measures

Supporting with our core Wellbeing Network training (doing this as an accelerated programme)

Monthly reviews with partners

Supporting pathway development with partners

Data collation and evaluation.

Communicate key service changes, produce guidance, training to support teams and frontline staff

## Support service evaluation (tbc)

Develop performance improvement plans with partners if necessary.

Attend Neighbourhood meetings, support with building neighbourhood partnerships dissemination of information to all WBN partners'

Support with the onboarding/inductions of new staff to these projects

To apply data protection, confidentiality, safeguarding, the organization's lone working policy and risk management, and all professional codes of ethics.

Have a working knowledge and application of change management psychology.

### **Record keeping and monitoring:**

- To keep accurate and up to date electronic records of project plans, KPIs, project updates and communications
- Organise the key and relevant information stored on MS Teams, record keeping across the organisation and projects
- To possess excellent data quality management skills
- To take an active role in supporting the services to meet performance targets and to consult with project leads as necessary
- To proactively communicate and liaise within the organisation and with partners and create external communications to highlight impact of services

### **Learning and development:**

- To participate in learning and development opportunities, following assessment of personal and professional development needs.

### **General**

- To hold values that align with our values: **Connected:** Creating a compassionate and supportive community. **Fair:** We strive for equity- no-one's needs should go unmet. **Brave:** We walk with people, offering help by doing what works - proven or new.
- To promote City & Hackney, Waltham Forest Mind's values and service philosophy and uphold equal opportunities and agreed policies and procedures.
- To attend and participate in relevant meetings and give reports/presentations when required.
  
- To promote learning and development and attend appropriate internal, external training courses, supervision and staff away days.
- To model and support development of team cohesion, team working and a positive "can-do" culture which encourages creativity, learning and high performance.

Attributes	Essential	Desirable
<b>1. Qualifications</b>		
Qualified to NVQ2 level or above	X	
To hold accredited training qualification, equivalent experience or lived experience in field of mental health		X
<b>2. Project Management Skills</b>		
Motivating, understanding, empowering and supporting staff teams	X	
Excellent communication, presentation and interpersonal skills	X	
Adhering to the ethos of the organisation	X	
Commitment to self and service development	X	
Seek multiple viewpoints and undertake pragmatic actions based on the project vision and key deliverables	X	
An understanding and interest in community responses to mental health needs	x	
Understanding of data collection, and the challenges community organisations may have in evidencing the value of their work		X

<b>3. Special Skills</b>		
Good understanding of data protection, confidentiality, safeguarding and risk management and	X	

demonstrable examples of putting these into practice		
Excellent ability to use and adapt IT systems and ways of working with MS Office 365 suite, data recording systems to support organisation culture	X	
Self directed	X	
Experience of lone working		X
<b>4. Experience</b>		
With new service launches, project and/or Change Management	X	
Significant experience of creating system processes, reviewing these and making adaptations to support service improvements	X	
Experience of working within a multidisciplinary team	X	
Experience of identifying streamlined approaches and efficiencies and creating project plans to implement these	X	

Familiarity and interest in the psychological process of change		X
<b>5. Work Attitudes and Disposition</b>		
To be able to manage a diverse workload and draw on personal resilience in a demanding and fast paced environment	X	
To have a balanced approach and calm temperament	X	
Commitment to supporting equal opportunities in the workplace	X	
To be self-motivated and focused and to practice self-care	X	
To be able to influence, motivate and encourage colleagues	X	
To act in accordance with the values of Mind CHWF	X	
To hold excellent relationships across the organisation and a collaborative approach	X	
<b>6. Circumstances</b>		
Disclosure and Barring: Enhanced DBS check with children and adults barring list	X	
Free to start in the role from Oct 2021	X	

Able to work (Monday-Friday)	X	
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Hours	Full time hours 37.5 hours a week. Office hours are 9am-5.30pm, Mon to Fri. Wellbeing services run until 8pm on weekdays. Occasional attendance at evening meetings and events required with time off in lieu.
Location	Hackney, East London with excellent transport links.
Other	This is a description of the role as it is presently constituted. It is the practice of CHWF Mind to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever

	changes are being proposed in line with our requirements. Any changes would be made following discussion with you.
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November 2021