

JOB DESCRIPTION

Job title: Muslim Mind Collaborative Coordinator

Responsible to: Chief Executive for Mind in the City, Hackney and Waltham Forest (Mind CHWF) and Chief Executive for Better Community Business Network (BCBN)

Salary: Starting salary is £34,249.31 per year (Full-time equivalent), (S01-SP29a), which equates to £30,139.39 per year at 33 hours per weeks.

Hours: 33 per week

Contract type: Fixed term for 1 year

Location: Main office, 8-10 Tudor Road, Hackney, London E9 7SN, with flexible working options and travel to locations in London

Background:

An exciting opportunity to shape the next phase of Muslim Mind Collaborative CIC with partner organisations Better Community Business Network, Mind and Mind in the City, Hackney and Waltham Forest (who host and employ this role) alongside our member organisations supporting the mental health and wellbeing of Muslim communities across the UK.

The Muslim Mind Collaborative (MMC) <https://muslimmindcollaborative.co.uk/> is a community-led initiative that aims to improve mental health outcomes for Muslim communities in the UK. The MMC provides a shared platform for learning, exchange, and partnership-building, drawing on academia, statutory services, community practitioners, faith leaders, faith-led and psychotherapy services, and those with lived experiences. The MMC has conducted years of research and community consultations into the mental health and wellbeing of British Muslims. Our aim is to widen the parameters of the agenda on mental health to consider the needs of faith.

The role is hosted by Mind CHWF, working primarily with Muslim Mind Collaborative member organisations.

About Mind in the City, Hackney and Waltham Forest:

We are a multi-disciplinary provider of specialist mental health services and a part of the Mind Federation.

We promote both recovery from ill health for people with recurrent and enduring mental health difficulties and early intervention for those at risk of developing mental health issues, or who struggle with common mental health conditions.

We currently support around 5,000 people a year through a variety of services focusing on psychological, social, economic and workplace wellbeing, and support minoritised communities.

Our values are:

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.

Working with Mind CHWF means you'll be part of a dedicated, passionate, and professional workforce who cares about the work they do and make a real difference to the lives of the people in the City of London, Hackney and Waltham Forest.

We are committed to actively becoming anti-racist in everything we do. This is a critical priority for Mind CHWF. We embrace diversity and understand that being an inclusive organisation that recognises different perspectives, will enable us to provide excellent services.

We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Those with lived experience of Mental Health are encouraged to apply.

DBS clearance at Enhanced (without Barring) is required for this role.

Purpose of the post:

Hosted by Mind CHWF and co-managed by Mind CHWF and BCBN, the role supports and project manages partnership development.

The purpose of the role is to:

- Support and project manage partnership development.
- Onboarding MMC partners, hosting MMC quarterly meetings
- Support Mind staff to form Muslim Mind staff network.
- Coordinate development of best practice resources for Mind Network - both existing resources within/beyond the Mind Network
- Partnership development and liaison with MMC CIC regarding sustainability of post funding

Main duties and responsibilities:

1. Identify and engage with key stakeholders, subject area experts, policy-makers.
2. Support planning and coordination of the CICs mental health and communities' initiative.
3. Work in collaboration with delivery and specialist organisations as required, helping to build positive relations within the team and external parties.
4. Participate in programme design and development as required.
5. Schedule and organise meetings/events and maintain agendas.
6. Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
7. Liaise and communicate with grant bodies, programme partners and collaborative members to support funding workshops and joint bids.
8. Organise and run networking events, seminars and conferences where needed.
9. Promote a culture of evidence-based practice and use of insights to drive improvements, help creating impact reports for stakeholders, donors and members.
10. Lead on evaluations of service improvement, ensuring they are relevant and robust to inform decision-making about future sustainability and rollout.
11. Ensure the prompt completion of tasks to a high standard and in accordance with organisational policies and guidance.
12. Coordinate between all MMC members and partners to ensure agendas, presentations and updates are produced adequately for member meetings.
13. Ensure any collaborative and partnership opportunities are co designed and informed with members and participating relevant organisations.
14. Ensure reports and adequate information is collated and provided to the board of directors to keep them informed.
15. Responsible for providing feedback on project performance to project boards as appropriate.
16. Responsible for scoping and creating Project Management Plans. Ensuring future strategies and documents are in line with the wider vision and mission of MMC.
17. Ensure projects delivered under your leadership are executed to quality, cost, and time.

Personal specification

The remaining sections outlines what criteria will be used to appoint the suitable candidate.

Criteria marked (E) are essential and (D) are desirable.

Experience, Knowledge, Skills, Abilities - Values and Motivations:

Connected: Creating a compassionate and supportive community.

1. Ability to work with internal and external stakeholders to deliver results. (E)
2. Ability to build strong and effective alliances and relationships across multiple locations. (E)
3. Excellent communication (both oral and written), interpersonal, leadership, listening skills and confident communicator. (E)
4. Ability to present information in visually innovative and interesting ways. (D)
5. Experience of briefing and collaborating with funders, delivery partners and stakeholders. (E)
6. Strong content and report-writing skills. (E)
7. Experience of writing reports to donors and major funders. (D)
8. Strong written communication skills and ability to write for different audiences. (D)
9. Ability to bring big-picture thinking that improves the methods, behaviours, and processes. (E)

Fair: We strive for equity - no-one's needs should go unmet.

1. Strong understanding of Muslim faith and the roles it plays in people's lives and experiences. (E)
2. Aligned to Mind CHWF's values and can demonstrate them through behaviours. (E)
3. Experience of working on mental health and well-being programmes. (D)

Brave: We walk with people, offering help by doing what works - proven or new.

1. Agile project management experience. (D)
2. Knowledge of public and third sector organisations and processes. (D)
3. Proactive problem solver (E)
4. Excellent organisational and time-management skills, with the ability to prioritise and co-ordinate multiple tasks and confident to work independently. (E)
5. Ability to manage own work and deliver to deadlines. (E)
6. Knowledge of programme management and development procedures. (E)
7. Accuracy and keen attention to detail. (E)
8. Positive, proactive and flexible approach. (E)
9. Experience of formulating, overseeing and reporting on operational plans, including KPIs. (E)