



## Job Description & Person Specification

<b>Position:</b>	VCSE Mental Health Transformation Manager
<b>Salary:</b>	£38,890 - £41,881 [NJC points 35-38]
<b>Hours:</b>	35 hours per week. 3 year contract.
<b>Reporting to:</b>	Manchester Mind CEO
<b>Accountable to:</b>	Transformation Working Group

### Job Description

#### Overview

As the VCSE Mental Health Transformation Manager you will be responsible for creating an environment where people feel able to collaborate and contribute whilst working with cross-sector colleagues strategically and locally to co-design a vision and action plan that will bring about the systemic and cultural change required to transform community mental health services in Manchester.

Although employed by Manchester Mind, you will be an ambassador for the VCSE and will support the inclusion of small, medium and large organisations with an interest in mental health and wellbeing. You will also work with key colleagues across the system to ensure that people who have used, and will use, services and their carers have voice and agency in the transformation plans. You will also work closely with statutory providers including primary care and secondary services and commissioners. Using service design tools, the work of this post will lead to the implementation of a range of services and access points that transform mental health provision.

#### Main Duties

- Creating a framework for engagement where people feel listened to and heard, and able to contribute their ideas whilst having their experiences and ideas valued and considered.
- Facilitate the necessary conversations between people using/needing services with providers of mental health provision to map need and identify gaps in services.
- Ensure lived experience is visible throughout the work, from design and planning to delivery and evaluation, particularly those with complex needs and marginalised individuals and communities.
- Enable and contribute to the planning and delivery of community mental health transformation.
- Use service design tools to ensure that stages and involvement are mapped.
- Research, map, report on and recommend models of community mental health transformation both in Greater Manchester and across the country.

- Gather a robust and compelling evidence base that shapes service design.
- Develop a project plan for planning, delivery and implementation.
- Use and reference the Mental Health Charter in Manchester as a basis for engagement and involvement.
- Identify systemic barriers to transformation and help develop mitigations.
- Understand the system and what transformation might look like.
- Organise and facilitate regular transformation steering/working group meetings.
- Develop a communications plan to ensure all parties are kept up to date with progress.
- Support the development of a project plan for implementation.
- Identify and build links with local and GM-wide strategic boards & key people and commissioners to promote VCSE and lived experience contributions to transformation.
- Ensure that the involvement of lived experience and VCSE is embedded throughout planning, implementation and delivery.
- Attend networking and cross-GM events as appropriate.
- Organise events to bring together stakeholders.
- Develop good working relationships between stakeholders.
- Deliver presentations when required.
- Produce proposals and budgets when required.

### **General Responsibilities**

- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with your manager.
- To have awareness and compliance to (Manchester Mind) policies and procedures, including Health and Safety.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to partnerships core aims and values, and adhering to equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Steering Group.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind and the Transformation Working Group, and as such is liable to amendment.



## **Person Specification**

All points are essential to the role.

### **Knowledge and Experience**

- Experience of initiating, enabling and implementing transformation.
- Experience of developing and maintaining complex partnerships.
- Experience of enabling collaboration/co-design where people feel able to contribute.
- Knowledge of how the mental health system works.
- Experience of using service design tools.
- Experience of working at a strategic level.
- Experience of involving people with lived experience.

### **Skills and Personal Qualities**

- Ability to build kind relationships in a way that brings people together and enables people to contribute.
- Ability to translate vision into strategy, into practice.
- Ability to develop, track, manage and implement project plans.
- Ability to monitor and evaluate work.
- Ability to write proposals, presentations and budgets.

