



Role Profile: Temporary Project Support Manager (Maternity Cover)

Closedown:	5pm on Monday 14.01.19
How to apply:	Submit CV and covering letter outlining suitability to hr@mind-blmk.org.uk
Post no:	333
Start date:	As soon as possible
Job title:	Project Support Manager
Working base:	Flitwick
Area covered:	Bedfordshire, Luton and Milton Keynes
Reports to:	Operations Manager
Job purpose:	To support existing operational projects as well as support the launch, implementation and incorporation of new projects across the organisation; working in a targeted and flexible way as directed by the Operations Manager; to provide Mind BLMK with the capacity to establish new services and adapt existing services in the most cost-effective and time-efficient way.
Contract type:	Fixed-term for up to 12 months (to provide maternity cover)
Salary:	£27,000.00pa
Contracted hours:	Full-time (37.0hrs pw)
Working days:	Monday to Fridays
Working hours:	7.4hrs per day
Flexibility required:	Occasional evenings and/or weekends to attend events/meetings
Checks needed:	Enhanced DBS and 2 satisfactory references

Job Description

Service and programme development

- To be responsible for allocated Mind BLMK services/projects and ensure outcomes which support individuals with mental health and wellbeing needs across dedicated locations in line with Mind BLMK's agreed service models and contract requirements.
- To lead on the implementation of Mind BLMK's Influence and Participation policy to ensure that people with a lived experience of mental health problems are at the heart of Mind BLMK's agenda for shaping and improving the delivery of its services

Management

- To manage an effective workforce for allocated services/projects in line with Mind BLMK's HR policies, procedures and guidance (recruitment, line management, workload planning, support and development of coordinators responsible for the services and projects, recruitment and support of volunteers).
- To be responsible for health and safety for allocated services/projects in line with Mind BLMK's H&S policies, procedures and guidance.
- To be responsible for the collection, updating, monitoring and reporting of service data in line with Mind BLMK's contract and systems requirements and procedures.

- To support a commercial mind set to encourage entrepreneurial behaviour of the workforce.

PR

- Represent Mind BLMK and ensure an external presence to promote Mind BLMK's services to increase awareness and beneficiaries.
- Identify opportunities and build effective working relationships with relevant external contacts, partners and local services.

Financial

- To be responsible for the effective management of local / project budgets.
- Contribute to business development, including scoping funding opportunities and writing grant applications
- Contribute to budget setting for dedicated locations / projects.

General

- Work within the ethos, vision and values of the organisation and in line with the organisation's policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.
- Attend and contribute to meetings relevant to the role (own supervision, appraisal, staff, peer group, Support and Delivery Partners, AGM, Central Advisory Groups and external as required).
- Commit to and complete training and qualifications identified for the role in line with organisational need, Staff Development and Training policies and procedures.

Person Specification	Essential/ Desirable
Experience	
A minimum 2 years' experience working with people with mental health needs	E
Managing outcomes-focused services	E
Establish and maintain constructive working relationships with a wide range of people	E
Understanding of project management and associated systems	D
A minimum of 2 years' experience of line managing staff	E
Managing a budget	E
Writing grant applications	D
Voluntary sector experience	D
Experience of service user engagement	D
Skills, abilities, understanding and knowledge	
Effective planning, reporting and problem-solving ability	E
Strong people management skills	E
Effective and confident delivery of presentations and reports	E
Project Management	D
Good communication, motivational and negotiation skills	E
Conducting meetings, identifying actions and solutions and generating notes	E
Good IT skills (MS Outlook, Word, Excel internet, databases and reporting systems)	E
Good literacy and numeracy skills	E

Understanding of the wellbeing needs of people with mental health needs, including those from culturally diverse communities.	E
Valid driving licence and access to a car for work.	E
Qualifications and training	
Hold a Management and Leadership qualification or be willing to work towards a suitable qualification.	E
Project Management qualification	D

Entitlements/benefits:

Annual Leave	23 days
Bank Holidays	All as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 3%)
Health Plan	Optional
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously “Two Ticks”) since 2008.
Investors in People Charter	Mind BLMK has been awarded the Investors in People charter since 2007 (www.investorsinpeople.co.uk)
Mindful Employer and Mindful Employer Plus signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)