



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Kirklees Anti-Stigma Project

POST:	Project Manager
SALARY:	SCP 25
ACCOUNTABLE TO:	CLEAR Service Manager
RESPONSIBLE FOR:	Volunteer Mental Health Champions

ORGANISATIONAL EXPECTATIONS:

Community Links aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Community Links is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Community Links at all times.

OUTLINE OF POST:

The BBB Anti-stigma project is a partnership between Community Links, Public Health and the Batley, Birstall & Birkenshaw place partnership, created to challenge and reduce stigma around mental health and raise the profile of positive mental health in the ward.

The Project Manager (PM) will work as an integrated member of a partnership with Public Health, Kirklees council & the BBB place partnership manager to develop and deliver an innovative and high quality 'Anti-stigma project' within the BBB district.

The PM will drive and maintain excellent key partner relationships with hub champions, Kirklees Council, third sector organisations, private sector employers and South & West Yorkshire Foundation Trust (Mental health).

The team will comprise of the PM and a team of Mental Health Champions who will lead the campaign in BBB

MAIN TASKS:

1. To work in conjunction with the Service Manager at Community Links, public health, and the BBB place partnership to plan, create and launch the Anti-stigma project within the ward of BBB.
2. To create a bespoke project for the ward of BBB and, throughout the life of the project adapt this to become an 'off the shelf' project plan which could, in time, be adapted to fit the demographic of individual wards in Kirklees
3. Lead, create, develop & deliver an innovative Anti-stigma campaign in the BBB ward, and have a 'can do' attitude.
4. Build networks and co-ordinate resources across the district to enable Anti-stigma activities to be delivered in communities, organisations and places of work - and work with Mental Health Champions to identify specific areas for development around reducing stigma associated with mental health.
5. Manage all queries and applications from individuals wishing to become Mental Health Champions.
6. Identify any barriers to becoming a Mental Health Champion and work with individuals and services to overcome these.
7. Recruit, train and support a team of Mental Health Champions who will lead the campaign in BBB to grow the pool of experience and diversity amongst the group and.
8. Provide supervision, support and guidance to MH champions including induction
9. To co-ordinate and develop the peer support element of the Hub, initially allocating volunteers to tasks, for example steering to events, creating contacts etc
10. To build and maintain excellent partnership working with all key partners, stakeholders and other organisations / agencies / forums as appropriate.
11. To design innovative promotional material and to actively use a variety of platforms to promote the vision of the project.
12. Recruit, train & MH champions
13. Manage the MH champions fund budget and review applications for funding
14. Ensure internal and contractual performance requirements are met.
15. Complete performance reporting and monitoring, providing feedback internally and externally as required

16. Manage the champions funding creating a robust process for application and accounting.
17. To review the sustainability of the project and ensure there are mechanisms in place to continue to deliver impact once the project has finished.
18. Keep up to date with policies, guidelines, procedures and practices within the wider Inspire North framework.
19. Keep up-to-date with policies, guidelines, procedures and practices.
20. Participate in team meetings and other meetings as required.
21. Represent Community Links in a knowledgeable and professional manner at all times.
22. Maintain appropriate professional boundaries at all times.
23. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed
24. Partake in Community Links Personal Development Review system.
25. Work with Information Governance lead Caldecott Guardian etc. to ensure systems and processes are GDPR compliant and in line with the IG toolkit.
26. Support the Inspire North Group in the completions of Data Protection Impact Assessments (DPIA's) to support the ongoing culture of GDPR compliance.

The above duties are indicative of the requirements of the post at the time of recruitment. You will be expected to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which Community Links operates.

Please note this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time to time following discussion with line management. Any variations will be subject to the operational requirements and will be in keeping with the general profile of the post.

Person Specification

Project Manager Kirklees Anti-Stigma Project

The person specification should be read in conjunctions with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role.

Community Links does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities, diversity and inclusion	✓		A,I
Demonstrate a commitment and enthusiasm for working with volunteers	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A,I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge & Skills	Essential	Desirable	
Demonstrate a solid awareness of the impact of mental health discrimination and be motivated to challenge this.	✓		A
Excellent communication skills and the ability to communicate at all levels	✓		A, I
Knowledge of the issues faced by marginalised and disadvantaged communities	✓		A, I
Excellent technical literacy of Microsoft applications eg Word, Excel, Access etc.	✓		A
Good interpersonal skills including listening and displaying empathy	✓		A, I

Demonstrate the ability to undertake work with high degree of accuracy and strong attention to detail	✓		A, I
Proven track record of multi-agency working	✓		A, I
Ability to motivate, support and develop staff	✓		A, I
Ability to effectively chair and facilitate meetings and groups	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Qualification in plain English Second Language e.g. Urdu, Polish, BSL		✓	A
Completed relevant management qualification.		✓	A
Experience	Essential	Desirable	
Experience of project management including the use of project management software	✓		A, I
Experience of building relationships within diverse communities	✓		A
Experience of planning and delivering events in a variety of settings	✓		A, I
Experience of co-producing plans/events/campaigns with clients and volunteers	✓		A
Proven track record of performance management, leadership & supervision skills	✓		A, I
Experience of managing budgets and allocating funds to groups	✓		A
Experience of delivering / facilitating groups / training	✓		A, I,
Demonstrable experience of effective planning and organisational skills to deliver targets to deadlines	✓		A, I
Experience of writing performance and monitoring reports, demonstrating attention to detail.	✓		A, I
Experience of mental health either as service user, carer, worker or volunteer.	✓		A