



**VOLUNTARY ACTION
MERTHYR TYDFIL
GWEITHREDU GWIRFODDOL
MERTHYR TUDFUL**

JOB DESCRIPTION

Title:	Programme Manager - Mental Health
Accountable to:	Chief Officer
Salary:	£27,668 - £32,486
Pension:	10% employer contribution
Hours:	37 hours per week
Term:	Fixed term for 12 months (applications for secondment are welcome)
Location:	Merthyr Tydfil with travel throughout Cwm Taf Morgannwg

Role Purpose:

The Cwm Taf Morgannwg Together for Mental Health Partnership Board (CTMT4MHPB) commissioned an independent review in Autumn 2020 to look at mental health Service User and Carer representation in the region following a change in health board boundaries. Two existing infrastructures were considered with stakeholders including current representatives, their host organisations, health board and local authority staff and public survey respondents. The review looked at the current Welsh Government policy direction and the regional operating context, also considering other related national and regional work and best practice examples, to develop a suggested regional model for future representation, engagement and involvement.

The purpose of this role is to take forward the recommendations of the review.

Key Responsibilities

- planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action

	<ul style="list-style-type: none">• defining the programme's governance arrangements• managing communications with all stakeholders• managing both the dependencies and the interfaces between projects• managing risks to the programme's successful outcome• initiating interventions wherever gaps in the programme are identified or issues arise.• good knowledge of techniques for planning, monitoring and controlling programmes• Develop a clear project and scoping plan based on the recommendations of the review specifically Legitimacy, Integration, Accountability and Accessibility, underpinned by co-production and equality.• Work closely with other County Voluntary Council, mental health colleagues to plan and shape the approach of the work.• Support and contribute to the work of the Cwm Taf Morgannwg Together for Mental Health Partnership Board and provide regular progress reports.• Build effective working relationships across a range of key strategic partnerships, including Cwm Taf Morgannwg University Health Board Integrated Locality and Strategy Groups.• Produce good (high) quality reporting, monitoring and evaluation, keeping accurate and up to date records on key performance indicators in line with funder requirement.• Manage key stakeholder and service delivery involvement so that the project delivers the required outcomes which are completed within agreed timeframes.• Model and demonstrate constructive working relationships and information exchange across the organisation.• Provide line management, supervision and appraisal support to CVC Mental Health Team.• Ensure the voice of people with lived experience and their carers/families is central to the implementation of the recommendations.• Manage barriers and solutions to engagement and implementation of the recommendations.• Report directly to the CEO.
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	<ul style="list-style-type: none"> • Contribute both locally and nationally to consultations, policy and research development specifically regarding Mental Health & Wellbeing. • Develop and deliver feedback to people with lived experience and their families/carers/concerned others, regarding the process and implementation of the recommendations.
<p>Other</p>	<ul style="list-style-type: none"> • Attending and making good use of supervision • Deputise for other staff when necessary and appropriate • Undertaking training as required • Be prepared to work during evenings and at weekends from time to time for which time off in lieu will be granted • Participate in internal working groups to further VAMT's organisational development • Undertaking other duties which are not detailed in this job description, but which meet VAMT's aims to assist and support the work of the voluntary sector in Merthyr Tydfil.

PERSON SPECIFICATION

Programme Manager Mental Health

Education/ Training	Educated to degree level, or equivalent experience in programme management / community development / mental health.	
Experience	<p>Proven experience of:</p> <ul style="list-style-type: none"> • Planning, leading and implementing successful programmes/projects, on time and within budget. • Building effective sustainable working relationships across public, private and third sector. • Managing teams/individuals. 	
Skills and attributes	<ul style="list-style-type: none"> • Excellent communication, including written skills, active listening, relationship building and negotiation skills. • Excellent presentation and facilitation skills with an ability to communicate effectively at a range of levels. • High level of organisational skills; ability to plan and prioritise own workload, meet deadlines and work within a challenging environment. • Ability to manage and motivate others. • Ability to plan and deliver/facilitate events and workshops. • Ability to record and analyse information and prepare timely reports. • Ability to use databases/CRM systems and proficient in the use of Microsoft Office programmes and other digital office systems/social media platforms. • Evaluation and monitoring skills and demonstration of impact (desirable) 	
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Health and Social Care policy and relevant legislation relating to Mental Health and Wellbeing within Wales. • Awareness of safeguarding procedures across all ages • Awareness of data protection principles (GDPR) • Knowledge / experience of voluntary, public and private sectors in Merthyr Tydfil and across Cwm Taf Morgannwg. • Knowledge and experience of co-production in practice. <p>Knowledge of related services provided by the statutory and voluntary sector</p>	

Personal Qualities	<ul style="list-style-type: none">• Works co-operatively with others to get things done, willingly giving help and support to colleagues• Acts with integrity• Takes ownership for resolving problems, demonstrating courage and resilience• Positive about change, adapting to different ways of working• Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge• Is approachable, developing positive working relationships and good team spirit• Knowledge, understanding and commitment to equality, diversity and inclusion• A commitment to being an ambassador for the voluntary and community sector• Excellent time management and organisation skills• A high level of self-motivation, with the ability to demonstrate energy and vision.• A commitment to the empowerment of people with lived experience and their families, and an understanding of the processes involved in achieving this.
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The contents of this document will be subject to review from time to time in consultation with the post holder. Job descriptions may be amended to reflect and record such changes.