

Mental Health Policy and Engagement Officer

Candidate Information Pack

External Application

April 2024

Thank you for your interest in the post of Mental Health Voluntary and Community Sector Strategic Engagement Manager

We hope this recruitment pack will provide you with the information required to enable you to decide whether you wish to apply for the post.

Erewash Voluntary Action (EVA) leads and supports the voluntary and community sector in Erewash. This post covers a wider geographical area, to include Southern Derbyshire and Derby City. We deliver several key services, including supporting the voluntary sector and building capacity and impact, through funded programmes, which include the Derbyshire Mental Health Forum, shopping, volunteering, and Social Prescribing. We have a large centre that the charity owns, and we hire rooms out to organisations within the community. We have 23 members of paid staff and 165 registered volunteers.

Would you like to play a unique role in making sure voluntary and community groups are key players in health and social care planning and delivery? Would you like to work with commissioners and others from all partners to develop new ways forward to build on good practice?

The Derby and Derbyshire Integrated Care System brings together a range of partners to develop a health and social care plan. The system includes Mental Health System Delivery Board. The board is keen to build on existing work to engage all types and sizes of VCSE groups in the planning, design, delivery, and evaluation of services. This post will be a key part of that process, developing strategic partnership approaches that will better enable VCSE groups to make the most of their contribution through commissioning.

You may have experience of working in the VCSE sector, the NHS or the Local Authority and have;

* An awareness of the VCSE sector
* Experience of working at a senior level
* And understanding of the health and social care context
* Strong partnership skills and the ability to see and take advantage of strategic opportunities

The post holder will work closely with strategic partners.

The post will be based at Erewash Voluntary Action in Long Eaton.

This post will build on existing work undertaken.

**To see more information and work undertaken to date please check out our website:**

[**https://www.erewashvoluntaryaction.org.uk/mental-health**](https://www.erewashvoluntaryaction.org.uk/mental-health)

**30 hours, including some weekend and evening working**

**Salary: £28,000 to £30,000 (Actual) depending on experience**

You will need excellent communication skills and facilitation skills with an aptitude for learning. You must be self-motivated and able to work independently within an agreed framework. You will be self-supporting so must be fully computer literate. You will need to be able to work flexible hours and to travel across Derby and Derbyshire. The post will be office based at Erewash Voluntary Action in Long Eaton.

**Please download an application pack from** [**www.erewashvoluntaryaction.org.uk**](http://www.erewashvoluntaryaction.org.uk)

**e-mail** **recruitment@erewashcvs.org.uk**

**CLOSING DATE FOR APPLICATIONS: 22nd May 2024 – 12 noon**

**INTERVIEW DATE: 30th May 2024 2024**

Best Wishes

Stella Scott

Chief Executive Officer

stella@erewashcvs.org.uk

**How To apply:**

* Please complete the application form and return marked Private and Confidential to Stella Scott CEO, email to recruitment@erewashcvs.org.uk
* When completing your statement, please refer to the requirements of the person specification. Give examples to back up your statements.
* If you have any other queries in relation to the role, please email stella@erewashcvs.org.uk

***This post requires a Disclosure and Barring Service check.***

 **Erewash Voluntary Action - CVS**

**Job Description**

**Post: Mental Health Voluntary and Community Sector (VCSE) Strategic Engagement Manager**

**Responsible to:** Operations Director

**Location:** Office base: Erewash; working across Derby & Southern Derbyshire

**Hours: 30** hours per week to be worked flexibly. To include weekend and evening work for which time off in lieu will be arranged.

**Salary: £28,000 to 30,000** (actual) Depending on experience

**Job summary and key responsibilities:**

**Supporting the Mental Health System Delivery Board (MHSDB)**

* Work closely with the MHSDB representing the Voluntary, Community, and Social Enterprise (VCSE) sector.
* Drive VCSE involvement in key priority areas defined by the Open Statement, emerging priorities, and MHSDB.
* Develop sustainable approaches for collaborative working between VCSE and MHSDB, establishing joint initiatives and shared objectives.
* Facilitate active engagement of VCSE in MHSDB initiatives, ensuring seamless integration and participation as essential partners.
* Proactively initiate and nurture relationships between Integrated Care System, MHSDB leads and VCSE organisations, fostering cooperation and collaboration.
* Establish relationships with commissioners in Adult Social Care, contributing to coordinated approaches within the broader healthcare landscape.
* Support and inspire collaborative initiatives within the VCSE sector and MHSDB programmes, creating a culture of shared goals and impactful outcomes.
* Ensure that the VCSE sector assumes a proactive partner role within the evolving Mental Health cross-sector alliance, contributing to the development of a comprehensive and integrated approach.

**Supporting the VCSE Sector**

* Strategically identify, initiate, and champion engagement between with MHSDB programmes for small VCSE organisations and the wider sector, actively contributing to the design and delivery of services.
* Collaborate with programme leads to facilitate engagement, including securing funding from the system. Assume responsibility for supporting project delivery and monitoring progress to ensure successful outcomes.
* Work with existing resources, such as the Mental Health Liaison service in the North of the county, to effectively communicate ideas and recommendations for collaborative working with MHSDB Program leads.
* Identify and address VCSE support needs for their business development and growth needs, facilitating access to tailored support resources.
* Play a key role in addressing issues of accessibility and capability within the VCSE sector, making reasonable adjustments to enhance inclusivity. Focus on ensuring individuals with protected characteristics have improved access to mental health services.

**Supporting the wider Integrated Care System**

* Support the delivery of current priorities and operational planning guidance, with a particular focus on collaborating with the VCSE sector in the development of mental health workforce plans.
* Establish connections between VCSE sector activities across the Integrated Care System, enabling the exchange of best practices and engagement with community initiatives and social prescribing efforts.
* Facilitate links between the System Delivery Board/Provider Collaborative and geographically focused Place and Locality Partnerships, ensuring seamless collaboration and flow of information.
* Contribute to reviews and evaluations assessing the effectiveness of VCSE sector engagement with the Integrated Care Board (ICB).
* Serve as a positive advocate and influential figure in support of the VCSE, actively representing their interests within the broader healthcare system.
* Act as a Governor for Derbyshire Healthcare’s NHS Foundation Trust, providing governance oversight and strategic input.
* Collaborate closely with Communications and Engagement colleagues to promote engagement with a large network of stakeholders, ensuring that VCSE views are prominently included in communications.
* Promote inclusivity, value differences, and champion diversity. Establish specific arrangements to engage with VCSE groups and individuals who are seldom heard.
* Undertake any other duties reasonably required by the organisation.

**Key working relationships**

* Act as the crucial link between the VCSE sector and the Mental Health System Delivery Board (MHSDB) and its various workstreams.
* Collaborate with the emerging cross-sector Mental Health System, ensuring active engagement of the VCSE sector as a strategic partner.
* Establish connections with Local Authority partners, including the Local Place Alliance and Adult Care, promoting collaboration and information flow.
* Work closely with VCSE infrastructure organisations, such as the Derby and Derbyshire Infrastructure Alliance (DDIA), existing forums (e.g., mental health forums, VCSE engagement workers, networks, front-line VCSE groups, and individuals).
* Work closely with Integrated Care Board (ICB) partners, including MHSDB program leads, strategic commissioning, and those involved in the Delivery Board and Provider Collaboratives.
* Operate effectively in a flexible and demanding environment, proactively engaging with partners on a diverse range of topics.
* Provide and receive highly complex, sensitive, and potentially contentious information, presenting it to a wide range of stakeholders in formal settings.
* Demonstrate the ability to navigate potentially challenging situations.
* Commit to working and engaging constructively with all identified stakeholders, promoting a collaborative and inclusive approach.
* Nurture key relationships and maintain networks both internally and externally to ensure effective communication and collaboration.

**Equality, inclusion, and diversity**

Erewash Voluntary Action is fully committed to promoting inclusion, equality and diversity and human rights in employment and commissioning of services for the people of Derbyshire. EVA is committed to providing and environment where all employees experience equality of opportunity by means of understanding and appreciating the value of diversity.

EVA works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination but also action through positive policies to redress inequalities. EVA actively encourages its employees to challenge discrimination and promote equality of opportunity for all. Employees of EVA are required to comply with its policies, processes and procedures and must recognise the values around equality, inclusion, diversity, and human rights.

**Person Specification**

**Mental Health Voluntary and Community Sector (VCSE) Strategic Engagement Manager**

In your personal statement you must demonstrate your experience by giving specific examples for the criteria within the person specification

|  |  |  |  |
| --- | --- | --- | --- |
| Person Specification **Knowledge Training and Experience**  | **Essential** | **Desirable** | **Assessment**  |
| Experience of working at a senior level aligned to the skills and responsibilities of the role  | ✓ |  | A/I |
| Extensive knowledge of VCSE sector, acquired through experience  |  | ✓ | A/I |
| Evidence of continuing professional development  | ✓ |  | A/I |
| Must have an understanding of the background to the aims of current health and social care policy and appreciate the implications of this for the VCSE  | ✓ |  | A/I |
| Should have an appreciation of the relationship between health, voluntary and community organisations, individual providers and commissioning organisations  | ✓ |  | A/I |
| **Communication skills**  | **Essential** | **Desirable** | **Assessment**  |
| Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups  | ✓ |  | A/I |
| Negotiate on difficult and controversial issues including performance and change  | ✓ |  | A/I |
| Strong networking and partnership skills  | ✓ |  | A/I |
| **Analytical**  | **Essential** | **Desirable** | **Assessment**  |
| Problem solving skills and ability to respond to sudden unexpected demands  | ✓ |  | A/I |
| Take decisions on difficult and contentious issues where there may be several courses of action  | ✓ |  | A/I |
| Strategic thinking – ability to anticipate and resolve problems before they arise  | ✓ |  | A/I |
| **Planning skills** | **Essential** | **Desirable** | **Assessment**  |
| Demonstrate capability to plan over short, medium, and long-term timeframes and adjust plans and resource requirements accordingly  | ✓ |  | A/I |
| **Management Skills**  | **Essential**  | **Desirable**  | **Assessment** |
| Must be able to prioritise own work effectively and be able to direct activities of others.  | ✓ |  | A/i |
| Experience of managing and motivating a team and reviewing performance of the individuals  | ✓ |  | A/I |
| The ability to be creative and innovate and think beyond traditional/embedded approaches to links in delivering change between the VCSE and Statutory Partners  | ✓ |  | A/I |
| **Autonomy and Freedom to Act**  | **Essential**  | **Desirable**  | **Assessment**  |
| Must be able to use initiative to decide relevant actions and make recommendations to the Operations Director  | ✓ |  | A/I |
| **Physical Skills**  | **Essential**  | **Desirable**  | **Assessment**  |
| Working knowledge of Microsoft Office with intermediate keyboard skills  | ✓ |  | A |
| Equality and Diversity  | Essential  | Desirable  | Assessment  |
| Have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices but also in relationship to management systems  | ✓ |  | A/I |
| **Other**  | **Essential**  | **Desirable**  | **Assessment**  |
| Used to working in a busy environment  | ✓ |  | A/I |
| Adaptability, flexibility, and ability to cope with uncertainty and change  | ✓ |  | A/I |
| Willing to engage with and learn from peers, other professionals, and colleagues in the desire to provide or support the most appropriate interventions  | ✓ |  | A/I |
| Professional calm and efficient manner  | ✓ |  | A/I |
| Effective organiser, influencer, and networker  | ✓ |  | A/I |
| Completer/finisher  | ✓ |  | A/I |
| Ability to work as part of a team and work flexibly to provide support to other departments and teams as and when necessary  | ✓ |  | A/I |
| Ability to travel independently across the region and occasionally beyond | ✓ |  | A/I |
| Demonstrate a strong desire to improve performance and make a difference by focusing on goals  | ✓ |  | A/I |

**This position is office based in Long Eaton**

**Guidance notes on completing the Application Form.**

You are advised to read the following notes carefully as the decision to shortlist you for interview will be solely based on the information you provide. This advice is designed to help you you’re your application.

**General guidance notes**

Please read all notes before completing your Personal statement.

Your personal statement will form you application, please take care to ensure that information within your statement is reflective of your application for this role.

Your CV and personal statement should cover the person specification and job description.

Copies of references and qualification certificates should not be enclosed with this application.

False or misleading information will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

**Preparing your application**

Look carefully at the job description and person specification. The person specification sets out the minimum skills, knowledge and experience required by Erewash Voluntary Action to do the job. Your application will be assessed to see if you meet the requirements of the person specification. This document will be used throughout the selection procedure.

Make sure the information in your application relates directly to the job you are applying for. Don’t just copy and paste from other job applications.

**Completing your application**

Take each point in the person specification in turn and describe how you meet each one. What evidence can you provide to demonstrate that you have the necessary skills, knowledge and experience? You need to DEMONSTRATE that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to say that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification giving examples.

Think about your experience. How can you show that you have the skills, knowledge and experience necessary to do the job? Explaining your past and present jobs or interests to someone else may help you uncover hidden skills that you take for granted.

Remember unpaid work and work at home can be just as relevant as paid work. Consider experience that you have acquired outside work, such as community, voluntary or leisure interests.

Do a rough draft first and proofread it to check for mistakes (e.g. spelling) and accuracy. Have you answered every question? Have you signed and dated the declaration at the end of the form? Always keep a copy of the form for your own reference.

Make sure the form is returned to the correct postal address (with the correct amount of postage paid) or email address by the closing date/time.

Late applications will not be considered.

**If you have any general enquiries about your application, please contact the person whose name appears at the front of this pack.**

**Appendix 1: Organisational Chart for new structure**

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