

Job Title Mental Health Training & Partnerships Co-ordinator

Responsible to: Mental Health Training & Development Manager / Mental Health Programme Manager

Working Relationships: **Internal** – Programme Managers, Other YMCA & Cresset Teams, mental health department

External – Local Organisations, Local businesses, Educational Establishments, commissioners, strategic groups, senior staff, training organisations, counsellors & therapists, trainers, sessional staff

Job Purpose

- To support the organisational strategic objectives for all mental health services
- To support with the growth and development of the mental health services business model across the region and beyond, both internally and externally
- To represent the organisation at internal and external events, membership groups, and strategic meetings involving education or the wider mental health agenda – delivering presentations, consultations and developing partnerships
- To support training delivery and development in schools and other settings, ensuring a high-quality service is provided
- To monitor the effectiveness of current services using relevant review tools, software and processes, and work with stakeholders to improve all mental health services
- To provide leadership in the marketing of mental health services – internally and externally
- To support the management of contracts, commissioned projects and funding applications.

Main Tasks

Operational management and reporting

- To work across the region – Cambs, Suffolk and Northants
- To provide project management support for a range of short-term mental health projects, contracts and strategic programmes aimed at young people
- To support the Programme Manager with the sales process for all mental health services by helping to identify leads, developing reports for meetings, and attending meetings on behalf of the department
- Work with the marketing and mental health teams to develop a marketing plan for all services, including promotional materials, social media, campaigns, etc
- Ensure outcomes and outputs are recorded, collated and analysed

- To seek opportunities to increase income streams and ensure effective use of resources to achieve income targets

Support the delivery and development of services

- To provide specific support to the mental health training team by delivering our suite of training to a variety of audiences including schools, parents and other staff
- Supporting with the design and development of evidence-based mental health training programmes on a variety of topics
- Support with the design and delivery of mental health campaigns, assemblies and resources for young people
- If required, support schools and settings to undertake whole school well-being assessments and provide consultations to both schools and organisations.

Quality Assurance

- Work with managers to support the development and help manage the quality assurance processes for all mental health services
- Work with a wide range of internal and external partners to improve provision, promote services, share good practice, and align service delivery with local priorities and changing environments
- Keep up to date with local, regional and national research and legislation on mental health, particularly with regards to young people and education, using it to shape programme development.
- To investigate and oversee implementation of monitoring systems, software and marketing tools, including databases, training packages, CRM systems, etc
- To ensure community and business relationships are developed and maintained to enable relevant projects to take place

Financial

- To work towards and monitor budgets alongside managers
- To liaise with the administrative and finance team with regards to issuing of invoices
- To support the effective use of development and CPD budgets to ensure the most effective use of resources
- To seek opportunities to increase income streams and ensure effective use of resources to achieve income targets and sustain projects

Other Tasks

- To engage young people and stakeholders to participate in the design, delivery and continuing development of mental health services; enhancing their sense of community ownership, pride and understanding of their local environment
- Carry out other tasks which may from time to time be required by the Mental Health Programme Manager, Training & Development Manager, Programme Director, Deputy CEO or CEO.
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk

- A commitment to the General Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with particular regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of YMCA

YMCA Trinity Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment

PERSON SPECIFICATION

Knowledge	Essential	Desirable	Assessment method
Sound knowledge of children & young people's mental health, whole school approaches and relevant national/local initiatives	✓		Application & interview
Sound knowledge of mental health and its application in raising awareness for a variety of audiences and settings e.g. early years, youth work, supported housing and businesses		✓	Application & interview
Sound knowledge of mental health, outcome measurement and feedback tools	✓		Application & interview
Qualifications			
Possess a Level 4 or equivalent in Counselling, Play Therapy or related mental health qualification	✓		Application
Possess an Award In Education or PTTLs qualification; or Qualified Teacher Status		✓	Application
Experience			
Experience of working with young people with mental health needs	✓		Application & interview
Experience in researching mental health related topics, and interpreting information for different audiences	✓		Application & interview
Experience in delivering high quality training and presentations to adults and young people	✓		Application & interview
Experience of providing mental health services to young people aged 5-18	✓		Application & interview
Experience of working strategically with partners to develop health and wellbeing programmes	✓		Application & interview
Experience of working in schools	✓		Application & interview
Experience of preparing and delivering training and promotional materials for different target audiences	✓		Application & interview
Experience of partnership work, marketing and sales	✓		Application & interview

Experience of operational management including rotas, logistics and resources		✓	Application & interview
Experience			
Experience of managing staff		✓	Application & interview
Experience of project management	✓		Application & interview
Skills & Abilities			
Ability to motivate and engage others	✓		Application & interview
Ability to effectively manage time and work well in teams and without supervision	✓		Application & interview
Understands the principle, and knows the limits of confidentiality	✓		Application & interview
A good understanding of the safeguarding agenda and is able to recognise the limits of own authority within the role	✓		Application
Excellent organisational and presentation and report writing skills	✓		Application & interview
Computer literate and confident in using software including Microsoft Office Packages	✓		Application & interview
Ability to manage multiple tasks in a busy environment	✓		Application & interview
Excellent written and verbal communication and negotiation skills	✓		Application
Ability to respond to enquiries and challenges relating to training content	✓		Application & interview
Personal Qualities			
A current driving licence and access to a car for work	✓		Application
Ability to work flexibly, including school based hours, working from home, travel to various locations and some weekends and evenings as appropriate	✓		Application & interview
Ability to work additional hours as required and/or adapt working patterns to meet service needs	✓		Application & interview
Commitment to professional development both within and outside of working hours	✓		Application & interview

Be able to work on own initiative	✓		Application
Personal Qualities			
Understand and respect the principles of confidentiality	✓		Application
Commitment to implementing the Association's Equal Opportunities Policy	✓		Application
Alignment with the Mission and values of YMCA Trinity Group	✓		Application
High levels of honesty, integrity and discretion	✓		Application & interview

TERMS AND CONDITIONS

Hours of work	Negotiable from 20-30hrs per week (40hrs FTE) You will be required to work in a flexible and professional way with occasional work required out of normal office hours.
Location	Flexible to include home and office based work at either our Cambridge, Ipswich or Peterborough office as agreed (will also require travel across the region)
Salary	Up to £28,974 pro-rata depending on experience and qualifications. Plus ample CPD opportunities and free gym membership.
Contract length	Initial Fixed term contract to 31 st July 2022. Extension subject to funding.
Annual Leave	25 days per annum plus statutory Bank Holidays pro rata.
Sickness Leave	As per YMCA Trinity Group policy
Pension	Auto Enrolment
Maternity & Paternity Leave	As per YMCA Trinity Group policy