**Job Description**

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| **Post** | **Head of Influence and Participation** |
| **Location** | **Cambridge or Peterborough (with home working available) with regular travel across the area** |
| **Line Manager** | **Chief Executive** |
| **Line Reports** | **Influence and Participation Team (under review)** |
| **Hours** | **22.5 hours per week** |
| **Salary** | **£22,954.00 per annum for 22.5 hours per week**  **Scale 31 £38,257 Full Time Equivalent** |
| **Main Objective** | You will play a key role in our Senior Leadership Team (SLT), leading on Influence & Participation across CPSL Mind, in support of our ambition to truly reflect and reach the diverse communities that we serve.  As part of this, you will have the opportunity to develop a multi-skilled team; driving Equality, Diversity and Inclusion (ED&I) activity across the organisation, building on CPSL Mind’s experience of and reputation for using co-production and human-centred service design approaches to increase reach and impact.  **Key responsibilities:**   * Develop and deliver an internal and external Influence & Participation strategy, policies and action plans in line with CPSL Mind’s organisational strategy * SLT responsibility for ED&I across the organisation * Support our collaboration with community partners to develop new and exciting partnerships with minority groups across our communities * Support the ongoing development and delivery of internal ED&I policies and approaches * Development, line management and coaching of a team to drive ED&I-related projects and ED&I and impact data collection. |

**Vision**

Our vision is a society in which everyone has positive mental health and feels part of a connected community.

**Mission**

Our mission is to:

* support those with poor mental health to live well, whatever that means for them
* enable people to maintain positive mental health, especially those who are going through tough times
* inspire connections and eliminate stigma within our communities for the benefit of everyone’s mental health

**Values**

Our values are central to everything we do. They define us as an organisation.

* Respect
* Empowerment
* Inclusivity
* Integrity
* Courage
* Compassion

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| **Specific Duties and Responsibilities** |
| **Develop and deliver an Influence & Participation strategy, policies and action plan, in line with CPSL Mind’s organisational strategy**   * Creating an environment/opportunities for meaningful engagement with individuals accessing our services, staff, volunteers, diverse community groups, partners and local communities * Connection with key ED&I networks across Cambridgeshire, Peterborough and South Lincolnshire and development of partnerships * Building knowledge and understanding around key ED&I data across our geography and internally, setting organisational goals and reporting on progress * Identifying opportunities for staff training and development and implementing solutions, working alongside SLT and wider CPSL Mind teams * Leading on the implementation of Equality Impact Assessments across all services, new developments and the collation and implementation of learnings * Support the use of human-centred co-design approaches as a method of development and delivery of services/projects for diverse groups, ensuring learnings are captured and shared internally and externally   **Development, line management and coaching of a small team**   * Line management and development of Coproduction Lead and other posts as identified * Coaching and leading the team to capture, and drive data and EDI related projects * Embedding the team within the wider organisation   **Senior Leadership Team (SLT) responsibility for ED&I across the organisation**   * Reporting to SLT, Board, and Board Working Group meetings as against identified goals and action plans * Working collaboratively with Heads of Services to develop and embed Equality Impact Assessments and action plans. * Support the HR Team to deliver on relevant ED&I projects relating to the People Plan * Supporting with information for submission of bids * Any other tasks deemed in line with the role. |

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| **General Responsibilities** |
| **Quality**   * Work within all relevant policies and procedures at all times. * Monitor compliance with quality systems. * Have due regard for health and safety and security in the workplace and contribute to raising awareness. |
| **Services**   * Have a clear understanding of CPSL Mind projects and services. |
| **People**   * Work in ways that reflect CPSL Mind’s values and the principle that ‘every interaction matters’. * Have a positive approach to mental health, wellbeing and tackling mental health-related stigma. * Develop productive working relationships within CPSL Mind teams. * Identify individual and team development needs to continually improve performance and knowledge. * Develop personal skills to improve performance and knowledge. |
| **Performance**   * Take a pro-active approach to identifying/developing ways of working that will improve our services. * Work to agreed work plans. * Actively participate in all training relevant to the delivery of this role. * Participate in regular line management, one to ones and annual appraisals. |
| **Resources**   * Proactively manage available resources. |
| **Information**   * Maintain detailed up to date records utilising Bright and internal systems. * Provide detailed reports to the SLT and Board in a timely manner. * Manage all data in accordance with the provisions of all current Data Protection legislation. |

**Person Specification**

**Head of Influence and Participation**

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| **Experience** | **Essential** | **Desirable** |
| At least two years in a senior management or organisational development role |  | √ |
| Experience in delivery of co-design or co-production approaches |  | √ |
| Demonstrable experience in delivering outcomes against ED&I ambitions | √ |  |
| Knowledge and experience around carrying out EQIA and subsequent action plans | √ |  |
| Experience of embedding EDI data collection approaches and reporting | √ |  |
| Experience of delivering training or learning and development approaches |  | √ |
| **Competencies** | | |
| Demonstrable skills in building or leading a successful, collaborative team | √ |  |
| Demonstrable ability to work collaboratively engaging with a wide range of stakeholders, both internally and externally |  | √ |
| Experience of working collaboratively with minority groups | √ |  |
| Exceptional communication skills, both written and verbal | √ |  |
| Project management skills, including planning and problem-solving | √ |  |