**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.
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**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.
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| **Services** * Have a clear understanding of CPSL Mind projects and services.
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| **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.
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| **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.
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| **Resources*** Proactively manage available resources.
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| **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.
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**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 | √ |  |