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**Job Description**

**Job title** Community Engagement Project Manager

**Working hours** Full-time, 37.5 hours per week

**Salary**  £30k-£32k

**Accountable to** CEO

**Term of Contract** Until March 31st 2024 (with option to extend if further funding can be obtained)

**Annual Leave**  24 days pro rata + bank holidays

**Probationary Period** 3 months

**Office base** Home-based

**Expenses**  Travel expenses

**Main Purpose of Post**

This post will lead an exciting new ‘Under-served Communities Project’ within Open Mental Health. They will coordinate the development of a community engagement model that addresses the impact of Covid on people’s mental health and builds on the work that our Expert by Experience leader group have started, focusing on building relationships with underserved communities through deep and broad community engagement. A holistic approach, developing new lived experience roles and projects and the five ways to wellbeing will be the golden thread running through the project.

The project will focus on addressing inequalities of access to mental health support and promoting the 5 ways to wellbeing across underserved communities.

This could include;

* Gypsy, Roma and Traveller community (GRT)
* Homeless community
* Sex Workers
* LGBTQ + young people
* Veterans and their families
* Migrant populations (inc. refugees and asylum seekers)
* Rural community
* Older People
* Autistic/Neuro diverse communities
* Young Offenders
* Ethnic Minorities
* Deaf community

Managing a small team of engagement workers they will drive forward the project ensuring alignment with the wider Open Mental Health model: <https://www.sparksomerset.org.uk/projects/open-mental-health>

The post-holder will lead on the effective delivery of the project, using local intelligence and data to focus on particular communities where we are seeing the greatest need for mental health support.

**What is Open Mental Health?**

Open Mental Health is an alliance of local voluntary organisations and the NHS. We are working in partnership to ensure that residents of Somerset get the support they need, when they need it.

Our shared ambition is to ensure that people living with mental health problems get the right support at the right time. Working together, we support people to live a full life, by enabling access to specialist mental health services, housing support, debt and employment advice, volunteering opportunities, community activities and physical exercise, to help support and improve their wellbeing and quality of life.

**Main Duties**

1. Develop a project plan for this work, with support from 2 x Community Engagement Workers (for whom the postholder will have line management responsibility), 1 x Physical Activity Community Engagement Worker (hosted by SASP), Open Mental Health partners and Experts by Experience
2. Coordinate and drive the project, ensuring alignment with wider Open Mental Health work and model, using local intelligence and data to focus on particular communities and groups impacted by Covid.
3. Use the Open Mental Health capacity and demand modelling tool and heat mapping, in order to target communities where we are seeing greatest need for mental health support. Use indices of multiple deprivation alongside other demographic data to support focus on lower socio-economic groups and other underserved communities.
4. Work with the engagement workers to support the development of a thriving and sustainable mental health eco-system, working in partnership with local communities and partners.
5. Work with experts by experience and other partners to develop a training module focusing on bringing the five ways to wellbeing into the Open Mental Health approach
6. Supported by the Open Mental Health comms team, to develop and oversee a community focused campaign focused on using the five ways to wellbeing to build resilience. This will involve the development of resources, a dedicated section on the Open Mental Health website and a proactive communications plan to ensure reach.
7. work with the engagement team to identify and provide support to community champions from identified communities. Champions will undertake specific work within their own communities, tackling stigma, building further connections with Open Mental Health, developing and embedding the five ways to wellbeing approach and building legacy to the work
8. work with Experts by Experience and the Co-production team to develop bespoke new peer roles or other community-based roles that support the emotional wellbeing and mental health needs of underserved communities
9. have responsibility for the recording and monitoring of all activity pertaining to the project
10. develop a methodology for measuring the impact of the project, working in partnership with independent researchers, as appropriate
11. manage the project finances, ensuring that all expenditure is effectively monitored and within budget
12. Prepare regular reports for the Open Mental Health Operational Group and funders
13. Promote and publicise the project using social media, events and through developing links with stakeholders

**General**

1. Undertake any other duties that may be reasonably required by the Chief Executive and the Board
2. Ensure that the values of the Spark Somerset and Open Mental Health are promoted at all times
3. Promote and adhere to all policies adopted by the Board of Trustees

### Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018

**Person Specification**

**Community Engagement Worker**

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| **CATEGORY** | **REQUIREMENTS** | **ESSENTIAL/**  **DESIRABLE** |
| Education/training | Graduate level / equivalent | E |
| Experience | Two years’ experience of project management within the health, social care or VCSE sectors  Lived experience of engaging with mental health services  Experience of supporting underserved communities  Track record of working to and achieving targets  Sound experience of engagement and partnership development work  Experience of community development  Experience of undertaking monitoring and evaluation  Experience of managing individuals and teams  Experience of working alongside communities in the planning and delivery of projects | E  D  E  E  E  E  E  E |
| Knowledge | Understanding of project management processes, including budget setting and measuring impact  Good working knowledge of the VCSE  Good working knowledge of the mental health sector  A good understanding of the Equality Act 2010 | E  D  D  D |
| Skills/Abilities | Ability to motivate and manage individuals and teams to achieve a set of outcomes  Excellent oral and written presentation and communication skills which are clear, easily understood and relevant to a range of audiences  Ability to manage time and prioritise workload  Relevant IT skills to support project, including databases and Excel  Structured approach to work  Self-starter  Able to work both under own initiative and with the flexibility required to collaborate with the wider team  Creative, positive approach to project delivery and problem solving.  A persuasive and collaborative manner.  Experience of working at a senior level in the not-for-profit or public sector. | E  E  E  E  E  E  E  E  E  E |
| Travel / Working  hours | Ability to travel according to the needs of the job with reasonable adjustments if required, according to the Disability Discrimination Act  Ability to work flexible hours including evenings and occasional weekends | E  E |
| Anti-discrimination | Commitment to anti-discriminatory practice  Commitment to implement the Equal Opportunities policy of Spark Somerset | E  E |
| Physical | Able to carry out the duties of the post with reasonable adjustments where necessary | E |