**Job description and Person Specification**

**Community Lead (Interim) - Wandsworth**

Mind in Brent, Wandsworth & Westminster

2022

**JOB DESCRIPTION**

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| **Job Title:** | Community Lead (Interim) -Wandsworth |
| **Grade & Salary:** | WM7 SCP32 £32,067 per annum pro rata |
| **Hours of work:** | Full Time (37.5 hours per week) 5 days a week  3-6 month contract (with potential to extend) |
| **Line Management Reports:** | Social Inclusion Workers  Community Project Co-ordinator  Lead SMI Practitioner  Senior Peer Support Workers (Long arm)  Cook |
| **Accountable to:** | Head of Services-Adult services |
| **Functional Responsibility:** | Operational delivery of BWW Mind community programmes and recovery, outcome focused support in Wandsworth.  Management of activities and programmes delivered in the Wandsworth Hub |
| **Job Purpose:** | To be responsible for the overall development and delivery of the Organisation’s Wandsworth community Programmes including Tooting Hub and outreach based support across the Wandsworth borough.  Liaising effectively with commissioners and stakeholders to maintain relationships and develop services and business across Wandsworth. |
| **Based at:** | Based at Tooting Hub (SW17) the majority of the time, with some travel will be required as part of the role including attendance at other BWW Mind locations across the London area.  (Flexible working arrangements as agreed with Line Management in line with business requirements). |

**Operational**

**Accountable for leading all activities within Community Programmes portfolio including, but is not limited to: -**

* To Lead, manage and develop Community Programmes across Wandsworth.
* Develop and maintain excellent partnership working relationships with a wide range of statutory and voluntary sector organisations across Wandsworth.
* To be able to implement change as required to ensure business is maintained and developed.
* To manage people effectively, ensuring accountable line management arrangements are maintained.
* Undertake case management supervision for staff to ensure appropriate caseloads and that people are supported to move on from the service at the appropriate time.
* To coordinate, oversee and manage programme of activities that promote and develop, inclusion, independent living skills, confidence, employment and volunteering.
* To ensure SMI Checks Service delivered amongst the SWL local mind partners meets its contractual targets and KPI’s, managing the Lead SMI Practitioner
* To ensure BWW Mind’s contractual and performance targets are met through the SL Local Mind’s Peer Support service.
* To develop and deliver person-centered, safe and risk-positive services that promote recovery, wellbeing, independence and resilience, costing the services appropriately.
* To identify, assess and plan support with service users, undertaking risk assessments, monitoring and referral to other agencies, as required.
* Hold overall responsibility and be the key budget holder for Community Programmes ensuring adherence to set budgets, costs management, and working towards any agreed budget related target efficiencies as part of wider organisational strategy.
* To effectively manage contractual service level agreements.
* To ensure the demonstrable recovery outcomes for all service users.
* To provide appropriate structures, measures and monitoring of the service’s activities to ensure all service staff perform at an optimal level.
* To develop and fully utilise project, mobilisation and implementation plans as part of service development and delivery.
* To ensure that all data collection, reporting and monitoring of the service is carried out in line with contract and commissioner requirements.
* To promote the service with referrers, ensuring communication materials are accessible and current.
* To ensure safe work settings and practices, intervening where necessary to mitigate and manage risk.
* To support peer working and service user engagement within the specified service remit.
* To act as a part of the organisational management team, supporting key organisational activities as necessary.

**People Management**

* Support and develop the Adult Services Directorate i.e. community Programmes, building a collaborative working environment and an innovative culture.
* To support, develop and inspire staff throughout the strategy to role model leadership and innovation.
* To support and develop multiple teams to ensure the deliverables of the Long Term plan are met in a timely manner, to the required standards and within budget.
* To ensure all staff and volunteers work in line with person-centered organisational and statutory safeguarding policies and procedures for the protection of adults in need of care and support and children.
* Support and work across the wider organisation to agree prioritisation of blocks of work and related resource allocation.
* Supporting and responsible for the recruitment and development of the staff, including undertaking appraisal and personal development and, where appropriate, progressing any disciplinary or capability issues.
* To manage people effectively, ensuring accountable line management arrangements are maintained.
* To promote equality of opportunity and diversity in all our services and in managing people.

**General**

* To act as an ambassador for Mind in Brent, Wandsworth & Westminster Mind at all times, promoting our values, mission and strategic objectives.
* Being the face of BWW Mind, leading in stakeholder engagement and public relations, promoting the service with external stakeholders.
* To ensure safe work settings and practices, intervening where necessary to mitigate and manage risk.
* To be part of management on call system.
* Some evening and weekend will be expected from time to time.
* To carry out any other duties commensurate with the grade.

**PERSON SPECIFICATION**

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| **Element** | **Description** | **Essential (E) / Desirable (D)** |
| **Qualifications/Experience** | Experience of leading and managing operations at management level | E |
| Experience and knowledge of overseeing the delivery of a programme of activities within a mental health setting | E |
| Maintaining & developing partnerships | E |
| Leading & managing people | E |
| Engaging effectively with stakeholders across multiple areas. | E |
| Service user involvement | E |
| Analysing & reporting outcomes | E |
| Budget management | E |
| A management qualification at diploma level or equivalent | D |
| **Knowledge/Skills** | Delivering services within a quality standards framework | E |
| The strategic context for health & social care service provision | E |
| Data reporting | E |
| Health & Safety | E |
| Risk assessment & managing; safeguarding vulnerable adults | E |
| Contract retention | D |
| Service re-modelling | D |
| Mental health recovery, including models of peer recovery | D |
| Change Management | D |
| Tendering and procurement of new business | D |
| **Attributes** | Leadership | E |
| Managing services | E |
| Interpersonal & engagement | E |
| Managing teams and people- including to have difficult conversation. | E |
| Strong Verbal & written communication | E |
| Time management | E |
| Partnership & collaboration | E |
| Service Design and implementation | D |
| Contract management & negotiation | D |

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity,

**No Job description can cover every issue which may arise within the job at various times and I am expected to carry out other duties from time to time, which are broadly consistent with those description.**

**Mind in Brent, Wandsworth and Westminster** Head Office, Hopkinson House, 6 Osbert Street, London SW1P 2QU

admin@bwwmind.org.uk

T: 020 7259 8100

https://www.bwwmind.org.uk/

Registered charity number 292708