

## **JOB DESCRIPTION, PERSON SPECIFICATION AND PROFILE**

<b>Post title:</b>	<b>Funding and Service Development Manager (Mental Health)</b>
Salary:	Scale point 37 (£32,486) Pro rata
Hours:	30 hours per week
Line Manager:	Wellbeing Manager
Location:	Interlink, working across Cwm Taf (RCT & Merthyr Tydfil).

### **Description of Role:**

This is a senior role within Interlink to develop new opportunities with service users and the third sector and secure resources to establish new and innovative mental health and wellbeing services to deliver the Interlink service specification with Cwm Taf University Health Board. This role will:

- Generate significant income and support the financial sustainability for third sector services and organisations.
- Work regionally across Cwm Taf to provide a germination hub to develop new mental health services.
- Provide one to one support to mental health organisations on funding, business and financial planning and tendering.
- Research, co design and help resource new and innovative mental health and wellbeing services that address gaps and respond to opportunities.
- Line management of the Mental Health Coordinator.
- Report to the Cwm Taf Mental Health Forum (the Forum); Interlink Executive Board and Cwm Taf University Health Board.

### **Responsibilities**

1. Develop a realistic Funding Strategy to support a Service Development Plan.
2. To be responsible and held accountable for developing new services and securing funding for third sector organisations and achieving agreed key performance indicators.
3. To ensure third sector organisations successfully tender for services.
4. To support third sector organisations and commissioners to improve service evaluation and third sector impact.
5. Research, develop and implement the Service Development Plan with members of the Cwm Taf Mental Health Forum, Cwm Taf University Health Board (UHB) and other relevant networks and partners.
6. To ensure effective quarterly reporting on progress to the Forum, Interlink and Cwm Taf UHB.
7. To ensure service users, the community and the third sector are fully involved in the design, development and delivery of mental health and wellbeing services using coproductive approaches.
8. Participate in supervision, team and other relevant meetings.
9. Undertake training and development as required.
10. Undertaking any other duties which are relevant to the post.

### **Key tasks**

1. Develop and implement a Cwm Taf Mental Health Service Development Plan and Funding Strategy with the Mental Health Forum, Cwm Taf UHB and other relevant networks and partners.
2. Research and secure large funding bids (high value six figure sums) with third sector organisations with a focus on developing services that meet identified gaps and respond to opportunities and strategic priorities.
3. Involve stakeholders on a regular basis, in particular, relevant Commissioners within Cwm Taf University Health Board.
4. Develop and maintain productive working relationships with a range of relevant external agencies.
5. Relevant administration to ensure efficient administration, recording, monitoring and evaluation of projects.

### **JOB RELATED PERSON SPECIFICATION**

It is **essential** that candidates can demonstrate the following competencies:

#### **Essential**

1. Significant experience of successfully managing projects with multiple contributors and stakeholders.
2. Significant experience of business and financial planning.
3. Demonstrable recent success and an ability to and experience of developing successful fundraising strategies and action plans with a demonstrable track record of accessing major (individual applications in excess of £250,000) grant funding from trusts, foundations, lottery distributors, public sector agencies or similar
4. Significant experience of commissioning and submitting large tenders (in excess of £250,000).
5. An in-depth understanding of coproduction, asset and strength based practice with experience of involving service users and third sector organisations in the co-design of mental health & wellbeing services
6. Recent (within the last 5 years) line management experience
7. Excellent communication skills and the ability to produce reports, with proven, recent success in producing business plans, and funding applications.
8. Excellent knowledge of local and national funding structures and opportunities.
9. Experience of collaboration and partnership working and building new relationships with relevant agencies and key staff.
10. High-level computer literacy, for word processing, emailing, record keeping, developing budgets and web-based research.
11. High level presentation skills.

12. An ability to quickly develop a detailed understanding of wide-ranging and complex topics.
13. Ability to undertake third sector project research, evaluations and impact reporting.
14. Team orientated with a flexible, professional, positive and studious approach.
15. Use of own transport.

### **Desirable**

1. Experience of supporting social enterprises and supporting organisations to self-generated income.
2. Experience of working with seldom heard communities and service users.
3. A good understanding of the local and national policy framework and strategic plans that impact on wellbeing and mental health in Wales.
4. Able to speak and write in the welsh language.
5. Experience of developing internal and external performance reporting.

## **INTERLINK PERSONAL PROFILE**

### **Communication**

#### **Able to:**

- Engage with a diverse range of people
- Professionally and effectively represent the wishes and best interests of the third sector and Interlink, both internally and externally
- Competent in verbal and written methods of communication including the use of IT
- Facilitate meetings and plan and organise events

#### **Committed to:**

- Communicating effectively to involve and engage the third sector

### **Attitude:**

#### **Able to:**

- Relate to people as individuals and respect their personal choices
- Understand and value diversity
- Be flexible & respond to the changing needs of the service and the organisation
- Be non-judgemental and able to work professionally with people who hold different views and have different lifestyles from your own
- Be reliable and possess an understanding of how your behaviour can have positive and negative impacts on your own performance and attendance

#### **Committed to:**

- Acquiring an in depth knowledge and understanding of your area of work, including theory, developing and implementing good practice and applying

relevant techniques at work especially in regard to developing coproduction and using strength based and asset based community development.

- Treating all people with dignity, tolerance and respect
- Providing services that are responsive, reliable, accessible and innovative
- Being trusting, empowering, positive and supportive
- Developing your own skills and knowledge through continuous learning

## **Effective working with people**

### **Able to:**

- Use coproductive approaches, practices and techniques in service development and design
- Adapt to the needs and preferences of people with whom you work
- Deal professionally with challenging situations
- Understand the importance of professional boundaries
- Learn about and adhere to the legal frameworks within which you are expected to work

### **Committed to:**

- Involving service users in the coproduction of public services
- Achieving the best outcomes for people
- Safeguarding and promoting the inclusion of vulnerable people
- Maintaining professional knowledge to benefit the third sector and Interlink
- Being led by the views of the third sector and Interlink

## **Effective team and organisational working**

### **Able to:**

- Form positive working relationships with your team and the wider organisation
- Form positive working relationships with partner agencies and funders across third, private and statutory sectors
- Understand the purpose of your role in the wider context of the organisation as a whole (its mission, culture, ethos and established working practices)
- Understand the connection between outcomes and future funding for the organisation
- Identify and effectively manage risk within your area of work
- Adopt working practices and professional standards in line with the expectations of your manager and the wider organisation

### **Committed to:**

- Valuing volunteers and to supporting volunteers and voluntary action
- Partnership working

## **Emotional Intelligence**

### **Able to:**

- Read your own emotions and recognise their impact
- Control one's emotions and impulses
- Sense, understand, and react to other's emotions
- Understand and manage your own limitations, maximising your ability to deal with the pressures of your role

### **Committed to:**

- Inspiring, influencing and developing others

### **Knowledge**

- An understanding of the contribution of the third sector to health, social care and well-being