Job Description

Job Title: people participation lead

POSCODE: CCC2586

Grade: shared post between CCC and PCC S01

Overall purpose of the job

The purpose of the role is to ensure that the views and experience of people with mental health conditions are at the centre of the work to develop and understand the mental health needs of the population. Ultimately the purpose of this role is to improve outcomes for service users and improve service user and carer experience through new insights and perspectives. The role is to manage, co-ordinate and structure system wide engagement with people who have lived experience of mental health problems of all descriptions.The post holder will need to reach to those communities and groups with higher risk of mental health and ensure quality and diversity apply. The role will require identifying and building a taskforce of mental health advocates in the community to support the work and facilitate engagement workshops and discussion forums. The people participation lead will need to collate feedback from the lived experience sessions and write summary of sessions reports to strengthen the work of the mental health needs assessment.

This is a system-wide piece of work and has come about due to funding from the CCG to support this role, recognising the importance of engagement and co-production as part of the developing mental health and learning disabilities collaborative.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To manage and co-ordinate a programme of engagement and co-production events and forums with people who have lived experience of mental health conditions, ensuring inclustivity and diversity are taken into account to enable reach and awareness of inequalities
2.	To identify, recruit and create the network of Experts by Experience providing, leadership, guidance and facilitating their training.
3.	Contribute to the writing of the mental health needs assessment and other reports as required in terms of co-production messages and recommendations
4.	Provide written summary reports and feedback that identifies the main themes discussed during co-production sessions.

	2
5.	Support effective communications to all our stakeholders of participation and progress of work to date.
6.	Identify and engage with community groups to facilitate lived experience participation, providing support and encouragement where required finding the best solution for their voices to be heard
7.	Engage with professional and community mental health stakeholders to facilitate engagement sessions to reflect on the development of the needs assessment
8.	support the development of co production within the different groups with mental health conditions as identified by the project.
9.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10.	

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree level or equivalent experience	**Health-related, social sciences, science, management, humanities**	**Essential**
Programme management or project management qualification.	Prince 2 project management or equivalent qualification	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Equality diversity and inclusion	Demonstrate understanding of identifying and inequalities in health and social care	Essential
Knowledge of programme and project management.	Knowledge and experience of delivering projects effectively and an understanding of key project/programme management tools.	Essential
Mental health system knowledge	The range of health, social care and other services designed to meet the needs of people with people mental health problems including promoting good mental health and wellbeing.	Desirable
Mental Health knowledge	Good understanding of mental health pathways, prevention and treatment and how structural inequalities and discrimination impacts on mental health, as well as access to and experience of services and outcomes.	Desirable
Skills		
Project management	Structured, organised, analytical, management skills and the ability to exercise judgement in assessing complex information and practical problem-solving skills.	Essential
Collaboration	An ability to work constructively with colleagues, stakeholders, community	Essential

3

	groups, volunteers and members of the public	
Communication	Excellent communication skills – engaging and credible and able to create enthusiasm for change.	Essential
Reporting	Ability to produce clear and concise reports	Essential
Interpersonal skills	Diplomatic, innovative, decisive, and change orientated. A leader and team worker who will listen and show respect for other's opinions and feelings. Able to respond empathetically in particularly challenging and emotive circumstances.	Essential
Time management	Ability to work to deadlines and manage a diverse workload with the ability to make decisions when dealing with constant and conflicting demands on time.	Essential
Experience	Give an idea of the type and level of experience required **do not** specify years of experience.	
Project management	Knowledge and experience of leading and developing health projects in the area of health improvement and/or service development.	Essential
Partnership working	Knowledge and understanding of the theory of partnership working and experience of working with partners from local authorities, NHS services, voluntary and community sectors.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Public Engagement	Experience of engaging with community sector organisations and the general public to facilitate discussion	Desirable
Equal opportunities *Applies to all roles.*	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	

May 2021

Safeguarding *(include for roles working with children/vulnerable adults)*	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

Disclosure level

What disclosure level is required for this post?	
	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid x	Field	Remote	Mobile