

Surrey Coalition of Disabled People

JOB DESCRIPTION

- POST** : **Independent Mental Health Network Coordinator**
- HOURS** : 25 hours per week, worked flexibly, mostly Monday to Friday
- SALARY** : Between £17,361 and £18,750 p.a. (equivalent to £25,000 to £27,000 p.a. for full time post)
- REPORTING TO** : Chair and Co-Chair of the Independent Mental Health Network Coordinating Group
- ACCOUNTABLE TO** : Chief Executive

INTRODUCTION TO THE ROLE:

This role was created to help develop, support and coordinate a new Independent Mental Health Network in Surrey and North East Hampshire for people who have experienced mental ill health and carers.

Work on setting up this new Network started 2 years ago, when a Coordinating Group was established, supported by Surrey Coalition of Disabled People and Action for Carers Surrey. Since then the Network has grown in numbers and its reach of influence and is recognised by mental health service commissioners and providers as being the central point for engagement with people using services and carers.

NHS and Social Care Commissioners have provided funding to support the Network, because they want to strengthen the involvement of people using mental health services and carers so that they are at the heart of, and thereby influence future strategies, plans and services to improve mental health in Surrey and North East Hampshire.

Developing partnerships with service users, carers and families was one of 5 priorities in the Emotional Wellbeing and Adult Mental Health Commissioning

Strategy for Surrey and North East Hampshire, July 2014 to June 2017. This underpins the development of this new Network.

The funding from NHS Commissioners includes provision for a Network Coordinator to work with and support the Network and its members to further develop and strengthen the Network's influence.

PURPOSE OF THE ROLE

1. Support the Network Coordinating Group to develop the Network to reach people with personal experience of mental ill health and carers, and encourage and enable them to get involved and have their say on adult mental health services in Surrey and North East Hampshire
2. Develop and maintain a wide range of means to communicate with people and groups in the Network and enable them to contribute their views, raise issues, and shape priorities in a range of ways
3. Support members of the Coordinating Group, the Chair and Co-Chair and others taking on representative roles, including the provision of training and resources to enable them to fulfil their roles

MAIN TASKS

1. Work with the Coordinating Group to develop the Network using existing user and carer groups and user involvement processes to reach mental health service users and carers throughout Surrey and North East Hampshire, and encourage them to participate
2. Use creative ways and means to reach out to people with experience of mental ill health and carers who are not currently involved in existing groups to promote the Network and encourage them to join
3. Develop and maintain the website and use of social media, newsletters etc., to promote the work of the Network, ensuring inclusion and accessibility
4. Coordinate the activities of the Network and its members ensuring clear plans and priorities are agreed and delivered, and regularly communicated.
5. Support the Chair and Co-Chair in organising bi-monthly meetings of the Coordinating Group and any subgroups which may be created, including

preparation of agendas and papers for meetings, and taking notes when required

6. Develop and update the Annual Work Programme for the Coordinating Group and Network based on issues raised by members, priorities agreed by the Group and requests from Commissioners for involvement in co-design and co-production
7. Identify and arrange any training required by members of the Coordinating Group and others taking a representative function to enable them to fulfil their role, particularly at a strategic level
8. Increase awareness of the benefits of user involvement and representation in building people's confidence, self esteem and wellbeing, and in helping people to achieve greater social inclusion
9. Liaise with mental health service providers in the public and voluntary sectors to promote awareness of the Network and encourage them to support their clients to be involved
10. Ensure there is regular and effective two way communication between members and user/carer groups in the Network and the Coordinating Group, to enable people to raise issues, comment on consultations and receive feedback
11. Identify and supply any equipment needed by members of the Coordinating Group to enable them to fulfil their roles
12. Work with the Coordinating Group and Commissioners to identify creative ways of monitoring services, and make the arrangements for these to take place
13. Maintain the database of Network members
14. Support the Chair, Co-Chair and members of the Network attending meetings, monitoring panels and Boards in a representative role to ensure they have relevant information to make an effective contribution. This may include assisting in the preparation of presentational material
15. Liaise with Mental Health Commissioners in the 6 NHS Clinical Commissioning Groups, Adult Social Care and Public Health, to identify opportunities for members of the Network to be involved in strategy and service development, including the procurement of new services

16. Organise a large scale event for the Network at least once a year, as and when agreed by the Network Coordinating Group
17. Carry out further tasks appropriate to the role as requested by the Chair and Co-Chair, and agreed with the Chief Executive

OTHER REQUIREMENTS

Values: To uphold the values and beliefs of the Organisation

Equality and Diversity: To work inclusively with a diverse range of members and stakeholders and promote equality of opportunity

Health, Safety and Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of self and others

Policies and Procedures: To comply with the Organisation's policies, in particular the Data Protection requirements of the General Data Protection Regulations (GDPR)

PERSON SPECIFICATION

1. Educated to A level or equivalent, or able to evidence ability at an equivalent level
2. Personal knowledge of, or experience of working with people who have used mental health services and/or their carers
3. Knowledge or experience of service user and carer involvement and representation
4. Experience of working with networks, groups and/or volunteers in community based settings
5. Good interpersonal skills and ability to work with others to achieve objectives
6. Strong project management, organisational and administrative skills
7. Ability to communicate effectively and empathetically with others, both verbally and in writing

8. Has a methodical approach to information gathering, recording and reporting
9. Self-motivated and able to work independently
10. Ability to prioritise and plan one's own workload in the context of conflicting priorities
11. Ability to develop strong and effective relationships with senior health and social care commissioners and service providers in the public and voluntary sectors
12. Good IT skills, including management of databases, websites, and use of social media
13. Experience of organising and running large scale events which are accessible for everyone
14. Commitment to the value of user involvement and representation in building self-esteem and confidence
15. Knowledge of Surrey's Safeguarding Adults Policy and Procedures (Training provided if required)
16. Access to internet for communication as the job may be home based
17. Ability to travel anywhere in Surrey and North East Hampshire (travel expenses paid)

NB: This role requires the successful applicant to be subject to an Enhanced Disclosure and Barring Check.

September 2018