# Job Specification

**Job Title:** Project Lead 627 Schools Project

**Salary:** £30,088 Pro Rata

**Hours of work:** 18hrs Monday - Friday

**Contract type:** Variable

**Reports to:** Director of Operations

**Location:** Hybrid - Working from home and our Bath office

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About the 627 service**

Room 627 is a project created to help young people navigate the changes of moving from year 6 to year 7 with kindness, compassion, and creativity. It has been funded by the Coop #iwill fund, and it is being run by Bath Mind. We have created a space where young people can explore different activities, share ideas, and get creative to build confidence.

**Overall Responsibilities**

The ideal candidate will have a passion for creating and providing meaningful wellbeing and transition projects to young people, experience leading projects as well as strong work planning, development, and progress oversight skills. They will be expected to prepare and present progress updates on a regular basis, ensuring innovation and great results are achieved.

* Build and develop the project to ensure maximum performance, providing purpose, direction, and motivation.
* Lead the projects from requirement, deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk identification and mitigation.
* To coordinate internal and external resources, ensuring projects remain within scope, on schedule, and within defined budgets, in collaboration with the Director of Services.
* Analyse project progress and, when necessary, adapt scope, timelines, and costs to ensure that project adheres to project requirements.
* Maintain and develop strong and positive relationships with appropriate stakeholders, providing updates on project status and changes.
* To perform any other tasks which are reasonable requests that may be made by your line manager.

**Communication Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals, and team meetings

To attend training and relevant courses for professional development

**Specific Responsibilities**

* Support projects and sessions as required
* Scoping locations and creating risk and mitigations proposals
* Have a clear eye on overall project progress
* Develop and maintain partnerships with outside resources
* Monitor and assign resources appropriately to streamline project efficiency
* Report project outcomes and/or risks to the appropriate channels as needed escalating issues as necessary based on project work plans
* Complete evaluations, outcomes and monitoring reports

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

Free online membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

**Essential Criteria**

* Experience of working in a project lead role and clear evidence of successful project delivery and implementing change
* Passion for working with young people and supporting young people’s projects
* Ability to liaise with school contacts and teachers
* Understanding of the impact on transitions on young people’s wellbeing
* Demonstrable experience of mobilising projects
* Good knowledge and understanding of techniques for project leading, principles and monitoring, reporting criteria, establishing action logs
* Experience of working collaboratively with a variety of stakeholders and multidisciplinary teams
* Demonstratable influencing skills with external and internal partners
* Excellent organisational and communication skills
* A flexible approach and able to work autonomously and as part of a team
* A clear understanding of confidentiality requirements
* Excellent verbal and written communication skills
* Confident IT literacy – Microsoft Office, Excel, and social media
* Reliable and self-motivated with the ability to work on own initiative, be proactive and flexible to suit the case load
* An effective team member
* A commitment to professional development
* A clear understanding of equal opportunities

**Desirable Criteria**

* Experience of working within the voluntary sector
* Mental Health First Aid certificate