

Kindred Minds Project

With assistance from Southwark Association for Mental Health

Job Description

Job Title: Project Leader
Report to: Chair of Kindred Minds Steering Group
Accountable to: Kindred Minds Steering Group & Southwark Association for Mental Health Management Committee
Salary: £20 per hour on a freelance contract basis.
Hours: 15 hours per week.
Location: Cambridge House, 1 Addington Square, London SE5 0HF

Length of contract: 22 months

Background to Post: This post will be part of the Kindred Minds programme.

Kindred Minds (KM) is a user led Black and Minority Ethnic (BME) mental health group, set up in 2007. We have been awarded funds from Trust for London to recruit a Project Leader, with the primary aim of creating a User-Led BME manifesto which we intend will guide positive change to situations affecting our mental health and its treatment.

Kindred Minds' aims:

- We are guided by the principle we are the experts on our own mental health needs.
- To raise awareness of mental health issues, particularly as this affect us as BME communities and bring about positive change.
- To create self-help initiatives and promote empowerment for people from BME communities experiencing mental distress.
- To continually innovate genuine user led good practice and create models to be followed by the wider BME and other communities.
- To create and support campaigning initiatives around the issues that concern our mental well-being.
- To create networks for people from BME communities to promote our social inclusion and address collective issues.
- To encourage creative thinking, sense of hope, and fun in our lives in delivering and participating in our project.

Purpose of job:

To develop and disseminate a high-profile paperback and on-line manifesto. This will comprehensively and accessibly outline the concerns and demands of people from BME communities who use mental health services and/or experience mental distress. This is a two-year project, and some of this work will take place consecutively rather than concurrently.

To co-ordinate and provide administration for all Kindred Minds activities, events and meetings, and work with all staff, consultants and volunteers based at Kindred Minds to ensure their smooth running.

Main tasks and responsibilities:

Leading Project

1. To take the strategic lead in the development of the Kindred Minds manifesto, including co-ordination of action meetings and outreach, as directed by the Steering Group.
2. To oversee the collation of material to inform the manifesto's content from the manifesto action groups and related activities, using this to help draft text for the manifesto itself.
3. To oversee the quantitative and qualitative evaluation of the manifesto action groups and related activities.
4. To plan and organise a London-wide conference/ launch event to promote the manifesto and its contents.
5. To develop and maintain strategic links with professional and policy-making agencies to help make the manifesto's contents influential and effective.
6. To oversee the development of the manifesto's text and design, and its effective dissemination.
7. To oversee the effective running of all Kindred Minds' activities, including the fortnightly drop-in group, monthly women's group and Steering Group.
8. To ensure that suitable supervision of Kindred Minds' facilitators takes place, providing direct supervision when required.
9. To promote the profile of Kindred Minds and the expansion of its membership and links to other organisations.

Information & Communications

10. To maintain Kindred Minds' electronic and printed information resources and develop these as appropriate.
11. To keep Kindred Minds' website profile up-to-date and relevant.
12. To collate monitoring data and be responsible for the production of regular and annual monitoring reports with the Kindred Minds Steering Group[.
13. To oversee the promotion of Kindred Minds' manifesto action groups and peer support activities through social and paper media.
14. To support the manifesto groups, campaigns and PR programmes through overseeing the development of publicity materials.
15. To oversee the processing of bills, payments and receipts of moneys.
16. To liaise with accounts support and ensure information is updated and the accounts are completed on a monthly basis.

Administration

16. To maintain a central and comprehensive filing system to ensure that information is easily accessible.
17. To develop and maintain procedures for the smooth running of the office.
18. To assist with the Kindred Minds Steering Group in diary management and administration.
19. To liaise with external suppliers to ensure cost-efficient running of the office.
20. To ensure office stocks and supplies are up to date.
21. To maintain a safe and comfortable work environment and keep abreast of health & safety requirements.
22. To be responsible for upkeep of computer and other office equipment.
23. To field any queries in the absence of Kindred Minds facilitators in a responsible and professional manner.

Other

24. To keep up to date with policy and practice issues affecting BME mental health service users.
25. To liaise with funders when appropriate.
26. To participate in regular management supervision.
27. Be committed to safeguarding adults at risk.
28. To be committed to and positively encourage the work of equal opportunities throughout the project.
29. To be able to work outside regular office hours on occasion.
30. To undertake other duties as required under the direction of the Kindred Minds Steering Group.