



Parenting Mental Health Project Manager - Job Description & Person Specification

Name of Employee	
Date of Issue	
Department/Location	
Reporting Line	Head of Children, Young People and Family Services
Grade / Hrs / Duration	Grade 4 – 20 hours
DBS – Level Required	Enhanced
Location/s	Some home-working may be possible but as face-to-face work with service users is a requirement, the role will work in range of locations and sites across West Sussex with some specified areas. Worker will have a main base/location of Southwick, Worthing or Littlehampton but will be required to work across the locations. Travel expenses paid for travel beyond specified service base/location.
Job Summary	
<p>West Sussex Mind (WS Mind) provides a range of services to support children, young people and families around mental health. The role of the parenting mental health project manager is:</p> <ul style="list-style-type: none"> • To develop and lead the project providing support (including peer support) to parents and carers who are caring for children and young people with emotional and mental health problems. • To support the Head of Children, Young People and Family Services in the management, operations and development of the service. • To support, develop and supervise peer support workers and volunteers. • To ensure that all activities are safely and effectively delivered within WS Mind policies. 	
Scope & Accountabilities	
<p>This role is responsible for the support and supervision of peer support workers and volunteers, and the role is required to work independently in community settings across the county without on-site management or supervision.</p>	
Key Tasks	
<p>1. Develop and implement a plan to continue the development and growth of the service including:</p> <ul style="list-style-type: none"> • Overseeing and maintaining the running of support for parents and carers including responding to emerging needs and adapting to feedback • Overseeing and maintaining positive relationships and partnership working with referrers and partners. 	

2. To provide day-to-day management support to staff and volunteers working for the Parenting Support Service including good supervision and performance management, proactive management of any staff performance issues, and deputising for the Head of Children, Young People and Family Services as required.
3. To support the Head of Children, Young People and Family Services with opportunities to grow and develop the service and to communicate key organisational messages to staff and volunteers.
4. Be a first point of contact for parents and carers referred into the project providing one off advice, information, signposting and support where required.
5. Manage and oversee the work of the parenting mental health peer support workers and volunteers.
6. Plan and regularly review the peer support programme/offer considering views of parents and carers and with input from peer support worker.
7. Review volunteer role profiles and work in close partnership with volunteer and training manager to ensure roles are recruited to and effectively trained.
8. Work with WS Mind training manager to ensure that the training element of the programme is effectively developed and on budget.
9. Work with WS Mind communications team to ensure the effective promotion and communications around the service.
10. Ensure that all data is captured effectively and produce written reports on project activity as requested including for contract meetings.
11. To ensure that the project proactively tackles inequalities and that the service user group reflects the diversity of local community.
12. To ensure all relevant policies and procedures are current, understood by peer support workers and volunteers and that they are working within these policies and procedures.
13. To lead on ensuring the safeguarding of adults and children as per WS Mind's policies within the project.
14. Be proactive in developing the service and provide relevant input to support the Head of Children, Young People and Family Services to fund-raise to support the development of the service as required.
15. Undertake any other tasks and duties as required as requested by manager.
16. Adhere to all policies and procedures of WS Mind.
17. To contribute to creating a safer working environment for yourself, your colleagues and service users. To this effect, you should, as a minimum, follow safety rules, engage in safety training and report incidents or hazards.

Person Specification - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

Essential Experience/Qualifications
<ul style="list-style-type: none"> • Strong evidence of previous training or learning (formal or informal) which relates to children and young people's mental health, parenting and family work including around adult and children's safeguarding. • Evidence of previous training or learning (formal or informal) which relates to supervising employees or volunteers.
Preferred Experience/Qualifications
<ul style="list-style-type: none"> • Any formal qualifications or training in relation to supervising/managing and or project management. • Any formal professional qualifications relevant for the role – for example – Teaching, social work, youth work, counselling etc..
Professional & Technical Knowledge, Skills and Abilities
<ol style="list-style-type: none"> 1. Skills around developing and leading a service/project including developing effective partnerships with internal and external partners and writing and implementing development and business plans.

2. Knowledge around children and young people’s mental health and needs of parents/carers and families.
3. Able to work independently with minimal day-to-day supervision, while also collaborating with others to develop ideas, turn them into practical plans, and support their successful implementation.
4. Confident and able to develop relationships and partnerships and can represent the work of the charity and project confidently and effectively.
5. Very strong administrative skills with excellent organisational and planning skills and ability to juggle complex issues and problems.
6. Proven experience in supporting, training and developing employees and volunteers, alongside a strong commitment to engaging volunteers in meaningful roles that significantly contribute to the organisation’s goals.
7. Creative and innovative and excellent problem solver with ability to effectively make decisions.
8. Knowledge of and a commitment to user led services, proactively tackling inequalities and able to facilitate a recovery focus model.
9. Highly motivated and able to learn and understand new concepts and apply new methods, whilst taking responsibility for their own personal development. Willingness to seek advice appropriately, to accept supervision and training as required.
10. Strong team player with ability to work effectively within own team, across organisation and with partners.
11. Ability to be empathetic, sensitive and patient whilst adopting a person-centred approach and promoting independence.
12. Full UK driving licence and independent means of transport to travel around West Sussex independently.

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

Signed: Staff member		Date:	
Signed: Line Manager		Date:	