# 

**Essex Sport and Youth Mental Health Project**

**Sport and Youth Mental Health Project Lead**

**Job Information pack**

# **About The Active Essex Foundation**

### The Active Essex Foundation is an independent charity that has been set up to use physical activity and sport to engage and support the most inactive communities and tackle the inequalities that exist across Essex. We work with locally trusted organisations to support them in their work engaging with the most at risk in their communities.

**We use sport and physical activity to:**

* Inspire communities to become more active, therefore leading healthier, happier, more positive lives.
* Raise aspirations, confidence, skills, and knowledge, improving employability and enabling individuals to reach full potential.
* Strengthen, unify, and improve community cohesion, breaking down barriers and addressing inequalities.
* Improve physical and mental wellbeing.
* Impact on the reduction of crime and anti-social behaviour

**How do we do this?**

* We work with locally trusted organisation to increase opportunities for people to take part in physical activity and sport in their community.
* Taking asset-based community development approach, working with communities and local partners so that we can respond directly to local insight and need.
* Grow capacity locally to sustain activities beyond the life of projects.
* Work with agencies in the sector to access resources for the benefit of the population of Greater Essex County Council Build and support networks of locally trusted organisations so that we can work together to tackle inequalities across the county.

For more information about the Active Essex Foundation please see our website: <https://www.activeessexfoundation.org/>

**The Job Title and Role:**

**Project Title:** Sport and Youth Mental Health Project Lead

**Salary range:** £45,760 per annum

**Length of contract:** Fixed term (3 years with potential for extension subject to funding)

**Directly responsible to:** Active Essex Foundation Chair and Active Essex Relationship Manager

**Directly responsible for:** Essex Sport and Youth Mental Health Coordinator (to be recruited)

**Location:** Flexible working - office space in Chelmsford, alongside home working

The Essex Sport and Youth Mental Health project is an exciting new 3-year project that has been funded through the National Lottery Community Fund Reaching Communities programme and the Sport England Local Delivery Pilot. The use of sport to reduce levels of poor mental health is a top priority for the Active Essex Foundation.

Active Essex Foundation are looking to recruit a passionate and skilled person to lead our Sport and Youth Mental Health Project across Essex. As well as leading the strategic direction of the project, this post will be responsible for managing the project steering group, working closely with health partners and our three expert partners (Centre for Mental Health, StreetGames and Believe Platform), identifying, and building relationships with new partners as well as ensuring robust evaluation so that we understand the projects impact and sustain the programme past the initial three years.

**Who are we looking for?**

We are looking for a professional who has knowledge and ideally previous experience of working within, or alongside Essex health partners including Health Alliances, Integrated Care Systems and Essex Partnership University NHS Foundation Trust (EPUT). The ideal candidate will have experience of working strategically with many stakeholder agencies and experience of managing a large-scale project with many different targets, outputs, and delivery mechanisms. The successful candidate will also have proven relationship building skills, as well as experience in leading a team and managing budgets.

We are looking for someone who has a comprehensive understanding of mental health and how the mental health system works in Essex and nationally, including the work of Essex Emotional Wellbeing and Mental Health Service (EWMHS) and Children and Young People Mental Health Service (CAMHS). Knowledge of the community sport system, including the role of Active Partnerships and Sport for Development organisations is also key.

Strong communication skills, both written and verbal is vital and experience of undertaking effective promotion and communication of projects and services to multiple internal and external communication channels is desirable.

This role is offered as a full-time post.

The role will be employed by the Active Essex Foundation. The role will be formally line managed by the Chair of the Board of Trustees. The day-to-day support will be provided by the Active Essex Relationship Manager.

**Job Description**

|  |
| --- |
| **Main duties and responsibilities:** |
| * To lead the development and delivery of the Essex Sport and Youth Mental Health programme. * To line manage the Essex Youth Sport and Mental Health Coordinator. * To develop and oversee the delivery of the comprehensive project plan, and report progress regularly to the project steering group and various project stakeholders. * To develop strong and impactful relationships with representatives of the Essex mental health system and wider health partners and embed working relationships to ensure sport is embedded into their core business relating to youth mental health. * Promote the work of the project within sport, physical activity, and youth settings and with key stakeholders at a local and national level. * To work closely with the national expert partners Centre for Mental Health, StreetGames, and Believe Perform, to add value to the delivery of the project plan. * Oversee the collection and analysis of project data and insight in collaboration with Centre for Mental Health to deliver robust evidence of project impact, and to develop a wider evidence base to be used by the Essex mental health system and the Essex community sport system. * To support the Essex Youth Sport and Mental Health Coordinator worker to bring together a network of locally trusted organisations for the effective delivery of this project, including the delivery of a comprehensive training and CPD programme for the network. * Ensure the views and voices of young people influence the design and delivery of the project interventions. * Oversee the communication of the project activities to multiple internal and external communication channels. * Develop, produce, and present briefing papers, reports, case studies and presentations to demonstrate the ongoing progress and impact of the project. * Ensure the project is able to be delivered within the current budget. * Support the development of the project business and sustainability plan. * Maintain a sound administrative function including good record keeping, finance records and the production of regular update reports. * To lever in and attract new funding from the youth sector, community sport system, and mental health system and from a range of other funding organisations to further develop and sustain the project and support the delivery work of the locally trusted organisations. * Maintain a flexible and agile approach to respond to the changing contexts and environments at a strategic and operational level. * To work alongside and report to the Relationship Manager at Active Essex. |
| **Other Responsibilities:**   * Take responsibility for personal professional development. * Work closely with the other colleagues to improve operational practices and effectiveness. * Work alongside the Active Essex Foundation Sport and Youth Crime Prevention team ensuring partnership work across the 2 projects. * Attend Active Essex Foundation Trustee meeting as directed by Trustees. * Attend Active Essex team meetings as required. * To work closely alongside the Active Essex Locality teams. * To attend Relationship Manager meetings.   **Active Essex Foundation General Duties:**   * To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. * It will be necessary to work with information technology and associated systems in accordance with Active Essex Foundation policies. * To co-operate with the Active Essex Foundation in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. * To carry out the duties and responsibilities of the post in compliance with the Active Essex Foundation equity and safeguarding policies. * To maintain confidentiality and observe data protection and associated guidelines where appropriate. * To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Degree or equivalent or experiential learning | * Project Management Qualification * Mental Health First Aid * Mental Health in sport or similar qualification | Application form |
| Experience | Experience of (or demonstrable ability):   * Managing complex projects or programmes within a multi-agency landscape * Working within or alongside Essex health partners or locality equivalent * Managing progress across multiple work-streams * Managing a large scale project budget * Working strategically and operationally to effect change across a whole system * Use of data to inform planning and delivery of interventions. * Identification and management of risk * Developing short, medium, and long-term delivery plans and monitoring progress * Experience of negotiating funded agreements and contracts. * Horizon scanning to keep abreast of emerging agendas and issues. * Experience of building productive relationships within organisations and across partnerships. * Leading system change discussions within local places. * Experience of promoting the activities of projects and services to multiple communication channels. | Experience of:   * working in a political, multi-agency or community environment * leading partnerships and influencing system change | Application form  Interview |
| Knowledge and skills | * Knowledge of the mental health services landscape, key agencies, and possible referral pathways * Knowledge of the Government’s approach to supporting those with Mental ill health * Knowledge of the public health approach to reduce youth mental health incidents and those at crisis point. * Knowledge of Active Essex strategic priorities and implementation * Understanding of how local authorities, CAMHS, NHS, police and other parts of the public sector operate. * Understanding of structures and functions of key partners within localities * Ability to think strategically and understand whole system approaches. * Knowledge of GDPR legislation * Proven negotiating, influencing, networking and partnership building skills. * Ability to construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques. * Excellent communication, presentation and writing skills. * Ability to prioritise and manage workloads, competing priorities and meet deadlines. * Motivating and inspiring others to achieve. * Ability to utilise a full range of standard office IT software/packages | * Knowledge and understanding of the Equality Act 2010 * Knowledge of current issues facing the public sector and policing | Application form  Interview |
| Personal Qualities | * Proactive ‘self-starter’ * Ability to seek out innovation and creative solutions. * Ability to work on own initiative. * Ability to lead a team and be a member of a team. * Political sensitivity and astuteness * Promote diversity and racial equality. * Commitment to continuous professional development |  | Interview |

**Applying for the role**

Please email your CV and a covering letter which outlines why you are suitable for you the role and how you meet the person specification to [administration@activeessex.org](mailto:administration@activeessex.org) using the title ‘Essex Sport and Youth Mental health Project Lead’ in the subject line. If you have any questions relating to this post, please contact: Louise Voyce – [louise.voyce@activeessex.org](mailto:louise.voyce@activeessex.org) .

Applications will open **on Monday 4th December**. The closing date for applications is **Tuesday 2nd January 2024.**

Shortlisting will take place **3rd and 4th January 2024** with successful applications being offered an interview slot by **Friday 5th January 5pm 2024**. Interviews will be held on the **11th and 12th January 2024.**

If you know you will be unavailable on the dates above, please state this on your application form. Interviews will take place face to face in Chelmsford. If for any reason this does not suit or you would need any additional requirements, please also state this on your application form.

***The Active Essex Foundation is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job application, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief. The Active Essex Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.***