

Recruitment Pack

**Children and Young People's
Schools Lead**

January 2025

Thank you for your interest in working with Lancashire Mind

Who are we?

Lancashire Mind is an independent mental health charity, delivering our impactful strategy that has been co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible.

To achieve this, we:

Connect Minds through ongoing engagement and co-creation.

Change Minds by challenging stigma and increasing knowledge around mental health.

Support Minds by being a source of help, where, when, and how people need it.

We value being:

Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

Bold

We're not afraid to demand better for people who need our help.

Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing, and that resilience is

the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

Join us to connect, change and support minds in Lancashire.

Why work with us?

As well as striving to meet the mental health needs of our local communities, we aim to be a good employer and do what we can to provide a supportive and healthy environment for our employees.



You'll get a friendly welcome from colleagues and clear expectations about your role and how it contributes to achieving Lancashire Mind's goals.

Flexible working

We operate a hybrid working policy. For office-based roles, you can split your time between home and our office in Chorley. For service delivery roles, you'll also spend time working in communities at a range of different venues. Depending on the requirements of the role, we will also consider remote working.

Our full-time hours are 35 hours per week. We are open to requests for flexible working hours, including compressed hours. Everyone is provided with the equipment needed to work from home or in the community.

Leave

Full-time staff have 25 days annual leave, plus bank holidays (pro rata for part-time roles). We close for the days between Christmas and New Year, which are given as additional leave entitlement (pro rata).

We've recently introduced long-service leave. Employees who've worked for Lancashire Mind continuously for 3 years are entitled to an extra day's holiday for each full year of service, up to a maximum of 5 days (pro rata). We've also introduced a buying/selling annual leave scheme.

We offer five paid days of emergency/compassionate leave (pro rata) to help you manage unexpected life events.

Wellbeing benefits

We have a workplace wellbeing scheme provided by a small team of staff champions. Champions organise wellbeing activities and run a regular wellbeing survey, giving staff the chance to input to improving wellbeing in the workplace.

We offer an annual, paid wellbeing half-day to encourage all employees to do something positive for their own wellbeing.

Our Employee Assistance Programme gives you and your immediate family access to a 24/7, 365 confidential helpline and you'll have access to a smartphone app with personalised wellbeing content.

We cover the cost of an annual standard eye test and annual flu vaccination for all staff, regardless of your role.

Financial benefits

We offer the opportunity for staff to save for their retirement by providing a workplace pension scheme, with options for matched contributions up to 6%.

From your start date you'll be eligible for the company sick pay scheme, which increases with each year served up to 6 weeks full pay, 6 weeks half pay after five years of service.

Learning and development

You'll have protected time during regular supervision sessions with your line manager to reflect on and plan the work you do. We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.

Who you'll work with

Our work with children and young people aims to support them to achieve improved confidence, resilience and to develop positive coping strategies to improve and maintain mental wellbeing.

There is a huge need for mental health support for children and young people:

One in six children aged five to 16 were identified as having a probable mental health problem in July 2021, a huge increase from one in nine in 2017.

That's five children in every classroom.

We work with children from the age of 5 up to young adults in schools and in the community across a number of projects. Support can be delivered in groups, one to one and both face to face and virtually.

Lancashire Mind has recently been successful to deliver a whole school approach programme on resilience and prevention. This is funded by the NHS Lancashire and South Cumbria Integrated Care Board.

We are working in several areas of Lancashire in primary, secondary schools and colleges. We will be offering a range of support to young people, school staff and parents to improve mental health and wellbeing across the setting.

Your role

This is an exciting opportunity to lead a new project embedding early intervention and resilience building in schools and colleges.

As a CYP Schools Lead, you will plan, mobilise and continually improve and evaluate the programme. We will be delivering in primary and secondary schools and some colleges across Lancashire.

As such, you will be a confident practitioner with experience of working with young people aged 5 to 18, ideally in a school setting.

You will manage a small team of Schools Coordinators who will be delivering a range of support to children and young people including:

- Five Ways to Wellbeing assembly

Job description

Job title: CYP Schools Lead

Hours: 35 hours (Full-Time)

Contract: Fixed-term until 31 December 2025, with the high likelihood of extension

Salary: £31,556

Responsible to: Head of CYP Services

Location: Contractual base is Chorley. Meetings with schools will take place across Lancashire: Blackpool, Central and West Lancashire, North Lancashire and East Lancashire.

- Bounce Forward – our universal resilience building programme over a series of 6 weeks
- Wellbeing Ambassador training
- Topic based workshops on topics such as sleep, exam stress, managing anxiety, self-esteem

Therefore, you will have experience of line and team management and have the ability to motivate and inspire others.

Essential to the role is experience of project management processes such as mobilising a project, setting and monitoring progress against targets, reporting, liaising with partners and funders.

You will have excellent communication skills. You will be confident and personable to enable you to build and maintain a positive relationship with schools.

You will have a good understanding of mental health, wellbeing and resilience; with the ability to translate these topics into fun, engaging sessions. You will be adept at storytelling; demonstrating the impact that our services have.

Above all, we want someone who believes in our vision of a Lancashire where everyone has the opportunity to have the best mental health and wellbeing possible.

Overview

In this exciting and challenging role, you will mobilise, lead and develop projects to improve the mental health and wellbeing of children and young people in school settings. You will lead the new whole school programme across Lancashire, carrying out all the necessary project management to a high standard. You will build fruitful relationships with schools and colleges, organising our programme of delivery in each setting.

You will monitor and evaluate performance and demonstrate the impact our CYP services have on children and young people. You will manage a small team, leading and supporting them in their roles and carrying out all required HR processes. You will build positive relationships with other providers of CYP services across Lancashire. You will work closely with the other CYP Leads and other colleagues to ensure Lancashire Mind is providing an integrated service and meeting the needs of children and young people.

Main duties and responsibilities

- Work with the CYP team to develop services for children and young people across Lancashire to deliver the organisational strategy
- Mobilise, lead and evaluate the whole school programme to achieve the objectives, outputs and outcomes ensuring quality and consistent delivery
- Develop and manage other school-based projects, identifying opportunities to sell our Schools packages
- Build and maintain effective relationships with schools and colleges across the county along with other services providing support to children and young people
- Lead the CYP Schools team, providing supportive and motivating leadership to staff and volunteers
- Manage performance and impact monitoring to ensure we are meeting project targets and demonstrating impact. Proactively identify stories from a range of people accessing the project to demonstrate impact
- Manage, support and set appropriate work plans for the CYP Projects team and ensure all CYP staff are completing project administration
- Manage relationships with funders effectively ensuring services meet funder requirements and reporting is completed in a timely manner
- Understand and implement best practice with regards to children and young people's safeguarding. Follow all internal and external safeguarding procedures to keep children safe.
- Understand and implement Lancashire Mind's policies and procedures, including key policies such as lone working, health and safety and information governance.
- Attend internal and external meetings and training, as and when necessary.
- Undertake flexible working hours in line with the requirements of the role (where possible, working hours don't go above the contracted hours but this is sometimes unavoidable so we operate a time off in lieu (TOIL) policy, this allows any time owed to be taken back at a later date).
- Travel across Lancashire as required and attend face to face team meetings in the office or an alternative location (travel expenses reimbursed, except for usual commute to and from work).

- Undertake other duties, as and when deemed necessary by a Senior Manager.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding people who use our services. Therefore, this role is subject to an enhanced Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work in the UK.



Person specification

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes, as outlined in the table below. **When completing your application form, please use examples from your professional and personal life to illustrate how you fulfil all the criteria to be assessed at application stage only (A).**

Lancashire Mind is committed to fighting racism and other forms of oppression. We want to be a great employer for all our staff, regardless of their background or characteristics. We recognise that not everyone is the same and that different people will require different support to fulfil their potential. We want to ensure Lancashire becomes a place of greater equity and inclusion. One thing we can do to work towards that goal is to ensure that our staff team is representative of the diverse communities across Lancashire, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

	Criteria	Assessed at application (A) or interview (I)
Qualifications and/or work experience	1. Relevant work experience in a similar role, preferably in schools and/or the charity sector	A
Knowledge and experience	1. Experience of leading projects and services that support children and young people	A and I
	2. Understanding of how schools and colleges operate with the ability to work effectively with schools	A and I
	3. Experience of project management; mobilisation, monitoring project, managing resources, reporting	A and I
	4. Knowledge and understanding of mental health and the barriers that young people face to achieving mental wellbeing	A
	5. Experience of managing staff and volunteers	A and I
	6. Understanding of safeguarding, professional boundaries, confidentiality and data protection; particularly in relation to children	I
	7. Experience of monitoring and evaluating impact and demonstrating impact through storytelling	I
Skills, abilities and competencies	1. Excellent communication skills with the ability to build positive, fruitful relationships	I
	2. Skilled in leading and motivating a small team and proactively dealing with any underperformance	A and I

	3. Ability to work autonomously, manage conflicting demands and pressures and support others to do the same	A and I
	4. Excellent numeracy, literacy and report writing skills with the ability to maintain accurate records	A
	5. Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages, including video conferencing platforms	A
Personal attributes	1. Positive, enthusiastic and friendly attitude	I
	2. Resilient and committed to promoting mental wellbeing for all	A
	3. A demonstrable personal commitment to equal, diversity and inclusion; and challenging discrimination	I

To apply

If you would like to discuss the job before applying please contact Hannah Holden, Head of CYP services: hannahholden@lancashiremind.org.uk

Applications must be submitted using a Lancashire Mind job application form, which can be downloaded from our website www.lancashiremind.org.uk/recruitment or requested by emailing admin@lancashiremind.org.uk

The deadline for applications is 12pm on Tuesday 11th February 2025

Email your completed application form to admin@lancashiremind.org.uk. Please do not convert your form to a PDF, otherwise it will not be possible for us to remove the identifying information before sending your application to the recruitment panel.

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

Interviews for this post are scheduled to take place on Thursday 27th February 2025 in Chorley so please keep this date free. Successful candidates will be notified no later than Thursday 20th February 2025. Interviews will be held in-person at a venue to be confirmed.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact our Operations Team on 01257 231660.

What to expect at interview

Shortlisted applicants will be invited to attend an interview, which will usually take place at the Lancashire Mind office in Chorley. Occasionally, they are held at other venues in Lancashire or virtually via Microsoft Teams. Details of the venue and times will be included within the email invite. You can expect the following if you are attending an interview:

- All interviews include a set of questions asked by a panel of three people.
- Some interviews include a presentation, which will need to be prepared in advance of the interview. Where a presentation is required, we provide a minimum of 5 days' notice to allow time for preparation. We recommend applicants pencil time into their diary for preparing a presentation, in the event they are shortlisted.
- We allow 30 minutes for candidates to read the panel questions and make notes, which can be referred to during the interview.
- The panel interview will usually consist of between 6 and 8 questions and takes around 30 to 45 minutes.
- We aim to support people to feel as comfortable as possible at interview and are happy for you to ask for clarification on any of the questions asked by the panel, as well as taking a few moments to think about a question before answering.
- Once the panel have asked their questions, candidates can ask questions about the job and/or Lancashire Mind.
- We can adapt the interview process for individuals where required. There is space on the job application form to request reasonable adjustments.

Lancashire Mind

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