



## **JOB DESCRIPTION**

<b>Job Title</b>	PATH Development Officer (Interreg VA 2Seas programme)
<b>Location</b>	Plymouth office with travelling throughout Devon. Attendance at national and European project meetings is mandatory (usually up to 4 European meetings per year).
<b>Responsible for</b>	Taking a lead role in the delivery of our Perinatal Mental Health (PATH) Interreg VA 2Seas programme
<b>Reporting to</b>	Finance Manager
<b>Disclosure and Barring Check</b>	This post will be subject to an Enhanced DBS check

### **Terms and Conditions**

<b>Hours per week</b>	37 hours (1FTE)
<b>Salary range</b>	£25,000
<b>Holiday (pro rata)</b>	23 days/year (see contract for details)
<b>Contract type</b>	Fixed term until 30 <sup>th</sup> June 2022 with the possibility of extension
<b>Probationary period</b>	6 Months
<b>Notice period</b>	4 weeks (1 week during probationary period)

### **Devon Mind**

Devon Mind is a registered mental health charity established in 2019. Devon Mind was set-up by Plymouth and District Mind Association (PADMA) to expand its area of operation into the county of Devon. Plymouth and District Mind has delivered mental health services in Plymouth and surrounding areas since 1984. We have an extensive track record working on EU projects (Erasmus Plus, Interreg, 2Seas) with local and international partners.

In January 2013, PADMA opened its "Plymouth Recovery College" to provide education as a route to Recovery, not as a form of therapy. The aim of the Recovery College is to help people move forward in their journey, fulfil their potential and attain a better quality of life. Annually, more than 800 people are referred to the Recovery College; in addition, 800+ receive 1:1 support; 2250 people receive emotional support and advice via email and telephone; 46 volunteers support the service; an average of 378 people wait to enrol in the Recovery College Courses. PADMA is a founding member of the Plymouth Mental Health Providers Network and leads on local strategic



action plans in mental health. PADM is accredited to deliver Mental Health First Aid and ASIST (Applied Suicide Intervention Skills Training) to employers, employees, social workers, nurses and all stakeholders involved in suicide intervention and positive mental wellbeing.

## Summary Overview

Devon Mind is one of the partners on Interreg VA 2Seas programme - PATH project - *Perinatal Health* which runs from 1st February 2019 to the 30th June 2022.

Becoming a new parent should be an exciting time, however for up to one in five women this isn't the case. Perinatal mental illnesses (PMI), such as postnatal depression, are not always recognised and cost society approximately €74 000 per mother and child.

**PATH** is a newly EU-funded project which will enable women, families and healthcare professionals to prevent, diagnose and successfully manage mild and moderate perinatal mental health issues. This cross-border initiative involves thirteen partners from France, Belgium, the Netherlands and the UK, including Devon Mind. **PATH** will prepare parents pre-birth for their new role and help them avoid PMI. The project will improve the skills of healthcare professionals equipping them to address PMI confidently and effectively. **PATH** will innovatively design, deliver and implement new, durable services both online and face-to-face, aiming to increase recognition and prevention of PMI and support new families' mental wellbeing.

The **PATH** project will also deliver a multi-media campaign to raise awareness of and de-stigmatise PMI and promote prepared parenting, reaching 600,000 people across the 2Seas area. Through this project we will produce a suite of online resources and face-to-face training for health professionals in order to increase their confidence to recognise PMI symptoms and provide appropriate care. Alongside this will be resources for employers, helping them to support the return to work of new mums.

**PATH** will also develop a new online multi-media international support hub, a course of support sessions for 4000 new families in mixed groups of pre-pregnant/pregnant/parenthood and a ground-breaking new model of holistic family support. This model will include peer supporter training and network of intergenerational community support groups to increase recognition and understanding of PMI and enable greater community support to new families. fathers, recognising and treating symptoms among them early – community support groups for new families, increasing self-resilience via the wider community and social networks.

**PATH** will create a new norm of preparing parents and recognising PMI and by providing community care and digital tools in monitoring PMI, send out an early warning message to people and a pathway to help.

### **Main duties and responsibilities**

- Act as the central point of contact for all enquiries related to the PATH project.
- Build networks with employers, GPs, potential partners and clients to raise awareness of the project and offer opportunities for training.
- Develop collaborative working and partnerships with local employers and partners, as agreed with the Finance Manager.
- Manage the process of preparing and delivering training, referring back to the Finance Manager for approval as appropriate.
- Maintain cross sector networks and representation at external meetings to promote the contribution of Devon Mind and its European projects to meeting the mental health needs in Devon and across the 2Seas area.
- Represent Devon Mind and its part in European projects at external events/meetings and contribute to raising and maintaining a strong external profile for the organisation.
- Monitor the performance against targets and deliverables for the project.
- Maintain accurate records and systems for data collection in relation to project deliverables.
- Produce progress reports in line with the project reporting schedule and key performance indicators.
- Play a key role in the development and promotion of the multi-media campaign alongside partners.
- Create and update website content as required.
- Develop social media content and liaise with the administrator to ensure this is posted online in a timely fashion.
- Commit to and undertake regular training sessions to extend and update own knowledge of health and wellbeing issues.
- To undertake any other duties as required commensurate with the post and requirements of the organisation.

### **General duties**

- To act in accordance with the provisions of the Data Protection Act 2018, EU GDPR 2018 and Devon Mind Information Governance Policies.
- To comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
- To act in accordance with Devon Mind's Health and Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns.
- Devon Mind is committed to treating all people with fairness and respect. We aim to actively help remove barriers and open doors for our clients and staff and foster good relations within the communities we serve. All employees are required to demonstrate their commitment to Devon Mind's Equality and Diversity Policy.



- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role.
- To work in accordance with Devon Mind's operating procedures and those of external regulators or professional bodies.

This list of duties and responsibilities is not intended to be exhaustive. The successful applicant will be expected to adopt additional tasks when required; in keeping with the general profile of the role.



## **PERSON SPECIFICATION**

<b>Job Title</b>	PATH Development Officer (Interreg VA 2Seas programme)
<b>Location</b>	Plymouth office with travelling throughout Devon. Attendance at national and European project meetings is mandatory (usually x amount/year).
<b>Responsible for</b>	Taking a lead role in the delivery of our Perinatal Mental Health (PATH) Interreg VA 2Seas programme
<b>Reporting to</b>	Finance Manager

### **Experience:**

1. Project management experience within a service-oriented organisation.
2. An understanding of marketing and external environmental factors.
3. Experience of and commitment to working in partnership with statutory and voluntary organisations; international, local & regional partners, stakeholders.
4. Experience with project communication, deliverables, outputs and dissemination activities.

### **Skills and abilities:**

5. Ability to identify and develop new ideas and approaches.
6. Excellent verbal communication skills including presentation skills.
7. Written communication skills, social media use & networking skills, report writing & data presentation.
8. Prioritisation and time management and an aptitude for accuracy and attention to detail.
9. Ability to work independently and as part of a team.
10. Ability to work to tight deadlines with conflicting and competing demands.
11. Ability to build strong, positive working relationships with colleagues, partners and clients.
12. The desire to work flexibly to get the job done.
13. Problem solving and trouble-shooting.
14. Excellent digital skills - Computer literate, Microsoft Office (MS Word, MS Excel, MS PowerPoint), Internet searches.
15. Innovative approach to new ways of working.



**Knowledge:**

16. Have a strong knowledge and belief in the European Union's fundamental values such as respect for human dignity and human rights, freedom, democracy, equality and the rule of law.

**Education and Training:**

17. Degree or equivalent experience desirable.
18. Evidence of training undertaken appropriate to the post.

**Other requirements:**

19. We may require references from previous employment.

**Legal requirements:**

20. Current driving license if intending to use own car.
21. Enhanced DBS check mandatory.
22. Up-to-date passport.