

**Job Description:****CALDERDALE COMMUNITY MENTAL HEALTH TRANSFORMATION TEAM LEADER**

<b>Job title</b>	Calderdale Community Mental Health Transformation Team Leader
<b>Responsible to</b>	Transformation Calderdale Programme Manager / Healthy Minds Operational Manager
<b>Responsible for</b>	Emotional Health & Wellbeing Community Workers
<b>Salary</b>	(2020-21 rate) £27,809 + 5% pension
<b>Contract</b>	Two years fixed-term
<b>Hours</b>	Full-time (37.5 hours per week)
<b>Annual Leave</b>	25 days, plus 8 days bank holiday (pro rata)
<b>Based</b>	Halifax
<b>This post is subject to an enhanced DBS clearance</b>	

**Job Outline**

This is a new post in which you will be responsible for the development and operational management of a new team of Emotional Health and Well-being workers, who will be employed by Healthy Minds while being recruited from, and working in, local communities as part of a new trailblazing model. The postholder will work on behalf of the wider Calderdale system and report to the Transformation Calderdale Programme Manager. Local systems in Calderdale are committed to transforming adult and older adult mental health services by 2023/24, in line with the NHS Five Year Forward View and the NHS Long Term Plan.

Transformation in Calderdale is part of a bold ambition to develop an integrated and holistic mental health offer at a neighbourhood level, working collaboratively with our communities and stakeholders to develop local mental health hubs. In this role you will work with partners and community networks across Calderdale to grow partnership working between Healthy Minds and other VCSE organisations, NHS, Local Authority, Primary care networks and GP's. The Team Manager will be responsible for the successful delivery of the operational aspects of the programme, recruiting and leading a team of workers centered around Primary Care Networks while being closely aligned with Healthy Minds services.

**MAIN PURPOSE OF THE ROLE**

- To take responsibility for co-ordinating the delivery of projects.
- To lead the project team in design, development and delivery of projects in line with stated objectives and targets.
- To work closely with the Programme Manager and Healthy Minds Operational Manager with an up to date operational plan with clearly defined roles and responsibilities.
- To provide effective support, front line management and direction to staff, and day-to-day co-ordination of the service with delegated authority from the programme manager.
- To delegate tasks effectively and fairly to workers in the team.

- To directly deliver elements of the service, standing-in for project workers' absence or unavailability, or due to increased demand, as required.
- To carry out staff supervision, appraisals and monitor individual performance against agreed targets, identifying training needs and opportunities.
- To manage resources in order to make sure that staff members are deployed effectively, absence is covered and service delivery runs smoothly.
- To be involved in recruitment, induction, coaching and supervision of staff.
- To ensure effective working with partners in the NHS, Local Authority and all relevant statutory and voluntary-sector services, including representing the service at relevant meetings.
- To ensure that all services meet external and internal monitoring requests and to engage the team in using the findings to improve service quality.
- To work with the operational manager in the production of internal and external monitoring reports.
- To ensure that services comply with organisational policy, funders' requirements and relevant legal requirements.
- To ensure that feedback from service-users is sought and utilised in a transparent and effective way.
- To keep the operational manager informed about serious and untoward incidents, safeguarding issues, health and safety concerns, financial issues, staff welfare, service monitoring and service-user feedback.
- To maintain, develop and be committed to the ethos of Healthy Minds as a service-user-led organisation.
- To work with the volunteer co-ordinator with the recruitment, induction and training of volunteers.

### **General**

- To be responsible for personal learning and development where appropriate and undertake training, both mandatory and optional, to increase knowledge, skills and awareness.
- To operate within the aims, policies and practices of the charity at all times and to be committed to and promote the organisation's equal opportunities and anti-discriminatory policies.
- To ensure information is dealt with in accordance with the charity's policies around confidentiality, communications, internet, email and telecommunications and steps are taken to ensure that confidential information is secure e.g. service user data.
- To undertake any other duties as directed by the manager, in line with the responsibilities of this post.

**The person specification for this role sets out the qualities expected of the post-holder and should be taken into account alongside this job description**