

Job Description: Engagement Officer– Healthy Minds

This post is subject to an enhanced DBS check.

Job title:	Engagement Officer
Responsible to:	Business Manager
Salary:	£29,250 (pro rata) + 5% pension
Contract:	Fixed-term (8 months)
Hours:	16 hours per week
Annual Leave:	25 days pro rata, plus 8 days bank holiday pro rata
Based:	Halifax office (Healthy Minds' main office is in Halifax; local travel within Calderdale will be required)

Background

You will join Healthy Minds at a significant moment as we work to strengthen the voice of people with lived experience of mental health challenges within local services and decision-making. As a peer-led organisation, we are guided by the belief that “we have the strength of understanding that comes from being led by lived experience, enabling us to listen, relate, and meet people as equals.”

This role sits at the heart of that mission strengthening our marketing, communications, and partnership engagement activity across Calderdale. As Engagement Officer you will also support delivery of Healthy Minds Community Mental Health Forum – a consistent and meaningful space for people with lived experience to share insights and influence the development of local mental health support.

Due to the conditions of the funding attached to this role, the post will be advertised as open only to candidates who have a long-term health condition. This requirement is permitted under the Equality Act 2010 as it is a genuine occupational requirement for the role.

We particularly welcome applications from people with lived experience of mental health challenges. We recognise this as a strength that enhances the authenticity and quality of our work, and we are committed to providing a supportive, flexible, and psychologically safe working environment.

Roles and Responsibilities

Marketing & Communications

- Coordinate and deliver Healthy Minds' marketing and communications activity across digital and non-digital channels, including social media, email, and website content.
- Develop accessible and engaging content that raises awareness of Healthy Minds' services and reaches people who may benefit from support.
- Support the development and implementation of Healthy Minds' marketing strategy.
- Produce regular reporting on key communications metrics to inform organisational decision-making.

Outreach & Partnership Engagement

- Support outreach and engagement activity across Calderdale, building and maintaining relationships with community partners, statutory agencies, and voluntary sector organisations.

- Represent Healthy Minds at relevant community events and partnership meetings.
- Help ensure that the communities Healthy Minds serves are aware of, and able to access, the organisation's services and the forum.

Forum Coordination

- Support planning, facilitation, and coordination of our Community Mental Health Forum.
- Support co-production processes, enabling forum members to share insights that influence Healthy Minds' services and the wider local mental health system.
- Manage communication, invitations, notes, and follow-up actions with forum members.

Qualifications and Skills

- Experience in a communications, engagement, community development, or coordination role, or demonstrable transferable skills from other settings.
- Strong written and verbal communication skills, with the ability to produce accessible content for a range of audiences.
- Experience of, or a genuine interest in, community engagement, co-production, or group facilitation.
- Good organisational skills and the ability to manage competing priorities.
- An understanding of mental health challenges and a commitment to reducing stigma – lived experience is welcomed and valued.
- Confidence using digital tools including social media platforms, email marketing tools, and Microsoft Office or equivalent.
- A commitment to Healthy Minds' values of peer support, lived experience, and community-led change.

General Work-Related Expectations

- To work within Healthy Minds' service-user-led values, ethos, and vision.
- To take an active and collaborative role within the Healthy Minds team.
- To be responsible for undertaking training and continuous personal development.
- To be willing and able to share skills, knowledge, and experience across the team.
- To be responsible for all personal admin and organisational tasks relevant to the post.
- To work in accordance with all Healthy Minds' policies and procedures, including safeguarding, confidentiality, and data protection.
- To actively support the responsible use of Healthy Minds' resources.
- To comply with all relevant legislation.
- To undertake any other duties as reasonably required, appropriate to the post and which complement the team approach.

Healthy Minds is committed to inclusive employment. We welcome applications from people with long-term health conditions or disabilities and will make reasonable adjustments to support you throughout the recruitment process and in employment.