



## Welcome to the McPin Foundation

Thank you for your interest in our organisation and our Trainee Peer Researcher and PPI Officer position

### **About us**

The McPin Foundation exists to transform mental health research by placing people affected by mental health problems at its centre. Each of our employees is vital to us in delivering our mission, which is to champion experts by experience in research so that people's mental health is improved in communities everywhere.

#### *Our Vision*

A world where the value of expertise based upon experience is recognised and is at the heart of all stages of mental health research

#### *Our Core Values*

We passionately believe that involving people directly affected by mental health problems improves research

We are driven to produce work of the highest quality

We are inclusive and listen to all opinions and perspectives

We collaborate with others to deliver our mission

We care about the wellbeing of everyone connected with us

The post holder will join two busy teams at the McPin Foundation. They will work with a team of researchers working on a range of studies including an employment project in London with Black Thrive, as well as the Public Involvement in Research team both based in our offices in London.

You can find out more about us at [www.mcpin.org](http://www.mcpin.org).

## Job Description

<b>Job Title:</b> Trainee Peer Researcher and PPI Officer	<b>Prepared by:</b> Research Director
<b>Location:</b> Head office 7-14 Great Dover Street, London, SE1 4YR	<b>Closing Date:</b> Monday 30 <sup>th</sup> March 9.00am <b>Interview Date:</b> 6 <sup>th</sup> April 2020

### Terms and conditions

Hours: 37.5 hours per week

Salary FTE: £23,500 per annum FTE

Holidays FTE: 25 days plus 8 public holidays and 3 additional days at Christmas

Employment status: Fixed term for 12 months

Probationary period: 6 months

Notice period: 4 weeks

The post holder will be required to have enhanced DBS check

### About the job

This is an opportunity someone who is looking to gain experience in conducting mental health research and supporting Public Involvement (also known as PPI (patient and public involvement)) activities. This role would look to develop the candidate's skills with potential career progression after the initial 12-month contract. The successful candidate will support various research and evaluation projects, including an employment project with Black Thrive in Lambeth supporting people from the black community with multiple long-term conditions. They will also work within our PPI team supporting public involvement across a range of studies often working with university-based academics. They will have a good understanding of research principles, perhaps through university studies, and an interest in health and social care, particularly mental health. Candidates should demonstrate their ambition and willingness to develop in this post.

We actively encourage Black, Asian and Minority Ethnic candidates to apply as they are currently under-represented in our workforce.

It is essential that the post holder upholds the values of the organisation. We encourage people with direct experience of mental health problems to work for us, sharing their research skills as well as their direct experiences of managing mental ill health. In this post, the candidate will use experiences of managing personal mental health problems within research and involvement projects, as an 'expert from experience'.

For more information about our approach to research, including peer research and PPI, please visit our [website](#). This post will be based at our head office – 7-14 Great Dover Street, London, SE1 4YR. Some travelling in the UK may be required.

## **Key Responsibilities**

- Support research and evaluation projects, as a researcher or public involvement facilitator, working alongside other members of the team
- Work alongside people who bring personal experience of mental health problems to research, including experience as a family member/carer
- Develop own research and public involvement skills
- Data collection, which may include qualitative interviews, focus groups, surveys, and consultations (with support)
- Data entry, transcription and other data management tasks
- Conduct basic literature reviews and scoping work
- Some qualitative and quantitative analysis as required, supported by another team member
- Facilitation of group discussions and chairing of meetings
- Assisting in setting up and contributing to PPI activities in new studies and initiatives as the need arises
- Working with others at McPin to provide advice on how to design best practice public involvement in research studies
- Contribute to a critical learning environment within the team, sharing your skills with colleagues as required and developing new ways of working
- Attend and contribute to the team's weekly meetings and other organisational activities
- Engage effectively with a range of communication tools, including Twitter, blogs, and our website
- Work within McPin's principles, policies and procedures at all times.
- This role will require some travel and may involve some working at weekends. Some flexibility regarding working days may occasionally be required.

The post holder will work on a wide range of projects and will have the opportunity to learn about both peer research and public involvement in research.

The key responsibilities above give a broad outline of the functions of the post. However, these must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of post as allocated by your Line Manager. The outline of responsibilities may change from time to time.

## **Competencies**

A post holder who is meeting the requirements of this role will demonstrate the following competencies in their work:

### **Quality**

You prioritise and organise your own workload. You deliver accurate, complete and well-presented work on time. You pay appropriate attention to detail. You understand and follow McPin's professional policies, procedures and quality standards. You identify and report any problems, issues

or errors made with work immediately to the appropriate

**Involving**

You build effective relationships with people affected by mental health problems and others in the course of delivering your work. With support, you involve stakeholders in projects. You are able to draw on your own lived experience if appropriate.

**Inclusive**

You take into account all opinions and perspectives. You treat others with respect even when they express views that differ to your own. You are conscious of the impact of own behaviours on others  
You act in accordance with our equality and diversity policy.

**Collaborative**

You take an active and willing part in the work of own team. You can be counted on when colleagues are struggling or ask for help, even when this is outside the bounds of your own role and responsibilities.

**Caring**

You show care for the wellbeing of everyone connected with us. You bring concerns regarding the wellbeing of others in the workplace to the attention of the appropriate manager

**Leading**

You work on projects with support from others. You reflect and learn from others working within projects. Where appropriate you make suggestions for working in better or more effective ways.

## **Person Specification**

**E= Essential**

**D = Desirable**

### **Knowledge**

- Understanding of mental health and the impact of mental health problems on people's lives. (E)
- Some understanding of research principles and an interest in developing knowledge and skills to support public involvement work and peer research (E)
- Basic understanding of qualitative and quantitative research methodologies used in social research (E)
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### **Skills**

- Good inter-personal skills and work effectively within a small team (E)
- Adept communicator – both oral and written – and be able to write clearly for different audiences (E), confident presenter in meetings (D)
- Highly organised and efficient, with the ability to manage competing priorities and work to deadlines (E)
- Able to follow instructions accurately and relay information effectively to others (E)
- Excellent computer skills, particularly in using Microsoft Office software – Word, PowerPoint, Excel, Outlook (E) – and a good working knowledge of SPSS or equivalent software (D)

### **Experience**

- Personal experience of mental health issues and using mental health services, and ability to draw on 'expertise from experience' in a role (E).
- Experience of applying either qualitative or quantitative research methods, either as part of studies or in another research context (E)
- Experience of building constructive working relationships with others (E)
- Able to demonstrate an ability to manage own time, prioritise tasks and organise workload to meet deadlines (E)

### **Qualifications**

- Appropriate level of education and qualifications in order to demonstrate clear ability in skills, knowledge and competency for this post (E)