



Welcome to the McPin Foundation

Thank you for your interest in our organisation and our Trainee Youth Involvement in Research 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 a busy team at the McPin Foundation, consisting of a team of researchers working on a range of studies, a Public Involvement in Research team and a small Operations team, all based in our offices in London. We also have a wider network of freelance and contracted researchers who work with us on specific projects around the country.

You can find out more about us at www.mcpin.org.

Job Description	
Job Title: Trainee Youth Involvement in Research Officer	Prepared by: Public Involvement in Research Manager
Location: Head office/working remotely Head office 7-14 Great Dover Street, London SE1 4YR	Closing Date: Monday 26th July, 9 am Interview Date: Tuesday 10th August
<p>Terms and conditions</p> <p>Hours: Full time 37.5 hours</p> <p>Salary FTE: £23,925 per annum</p> <p>Holidays FTE: 25 days plus 8 public holidays and 3 additional days at Christmas</p> <p>Employment status: Fixed term for 12 months</p> <p>Probationary period: 6 months</p> <p>Notice period: 4 weeks</p> <p>The post holder will be required to have enhanced DBS check</p>	
<p><u>About the job</u></p> <p>This is an opportunity for someone who is looking to gain experience working in a research environment and supporting others to be involved in mental health research. A key focus of our work is involving young people (aged 13-25). The postholder will support young people who bring personal experience of mental health issues to get involved in the research process, primarily through facilitating meetings and conversations with university-based researchers. We call this Public Involvement. This is also known as PPI (Patient and Public Involvement). You can read more about what it means involve people in research here by exploring information about our Young People’s Advisory Group (YPAG) and Young People’s Network.</p> <p>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 projects about children and young people’s mental health, working alongside both young people with lived experience of mental health problems and university-based academics. We are developing ways to communicate about our work so this role will also develop skills using social media and blog writing. Candidates should demonstrate their passion about supporting young people to have a voice in research and a personal willingness to develop in this post.</p> <p>We encourage people with direct experience of mental health problems to work for us. In this post, the candidate may use experiences of managing personal mental health problems within involvement projects, as an ‘expert from experience’. For more information about our approach to this, please visit our website.</p> <p>This post will involve a mix of working remotely and in our head office – 7-14 Great Dover Street, London SE1 4YR. The postholder will ideally need to be based within London or the surrounding regions. Some weekend and evening working will be required. During busy times this can be around four times a month – but it is usually less. Occasional travelling in the UK may also be required.</p>	

Benefits of working at McPin include: NEST Pension scheme with 6% employer contribution, Wellbeing support and mentoring scheme, Employee Assistance Programme with Health Assured.

Key Responsibilities

- Work alongside young people who bring personal experience of mental health problems to research and support them to get involved in the research process;
- Facilitating meetings across a range of young people's projects; both virtual and in person, and supporting our young people's network to feel comfortable and engaged with us and those who partner with us;
- Engage effectively with a range of communication tools, including Twitter, Instagram, MailChimp and our website to help us promote our work and grow our network.
- Reviewing study documents such as protocols, information sheets, and consent forms for research studies as needed, ensuring they are accessible and appropriate for young people and adults;
- Collating and writing meeting papers, planning meeting agendas, booking rooms and refreshments, taking minutes, and liaising with research team as required;
- Supporting the entire Public Involvement team to respond to requests from researchers e.g. meeting with them, drafting adverts for mailing lists etc;
- Attending team meetings and contributing to internal strategies (for example, engaging younger young people in the network)
- Work with the team to ensure diversity of perspectives in our work, communicating opportunities to young people that are inclusive and equitable.
- Attending networking events, keeping up to date with developments in the sector.
- Learning new skills, including research skills, so that your expertise and that of the young people your work with continues to evolve and can best aid our work with partners.
- Engage in team discussions on how to develop our work, developing ideas about how we can work differently and more effectively.

The post holder will work on a wide range of projects and will have the opportunity to learn and meet.

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 manager.



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.



Inclusivity

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.



Collaboration

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 children and young people's lives. (E)
- Basic understanding of research principles and methods (E)
- Some understanding of Patient and Public Involvement and the different ways of involving children and young people in research (E)
- Understanding of intersectionality and a commitment to inclusivity and equity (E)

Skills

- Excellent inter-personal skills and able to work effectively within a small team (E)
- Ability to build constructive relationships with people at different levels of seniority (E)
- Adept communicator – both oral and written – and be able to write clearly for different audiences (E), confident presenter in meetings (D)
- Able to sensitively support and recognise need for support in others, taking into account principles of equity, inclusion and diversity (E) and able to adapt approach according to different needs (D)
- Able to manage own time, prioritise tasks and organise workload to meet deadlines (E)
- Able to follow instructions accurately and relay information effectively to others (E)
- Excellent computer skills, particularly in using Microsoft Office software – Word, Power Point, Excel, Outlook (E) A working knowledge of Mailchimp, WordPress and other social media platforms is desirable but not essential (D)

Experience

- Experience of building constructive working relationships with others at different levels of seniority (E)
- Able to demonstrate initiative, enthusiasm and a desire to learn and develop new skills through working with others (E)
- Personal experience of mental health issues and other relevant experiences, and ability to draw on 'expertise from experience' in a role (D).
- Experience of using social media, either in a work setting or for personal use, including Twitter and Instagram (D)

Qualifications

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