



## Welcome to the McPin Foundation

Thank you for your interest in our organisation and this “Project coordinator and senior researcher” 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 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, Policy Manager 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](http://www.mcpin.org).

## Job Description

<b>Job Title:</b> Project Coordinator and senior researcher (maternity cover)	<b>Prepared by:</b> Research Director
<b>Location:</b> Head office. 32-36 Loman street, London, SE1 0EH	<b>Closing Date:</b> Wednesday 19 <sup>th</sup> April 2017 <b>Interview Date:</b> Monday 24 <sup>th</sup> April 2017

### Terms and conditions

Hours: Full time 37.5 (we would consider part time working as well minimum of 3 days per week)

Salary FTE: £28,464.90 plus an Inner London Weighting allowance of £4000.

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

Employment status: Fixed term – 12 months

Probationary period: 6 months

Notice period: 8 weeks

The post holder will be required to have enhanced DBS check

### About the job

We are recruiting to a project coordination role within our team specifically to deliver our research [Priority Setting Partnership \(PSP\)](#) programme for children and young people's mental health research (link). The current post holder is going on maternity leave, and thus we are looking for a person to take on the lead role in our PSP programme and support other projects as capacity allows.

This is an important role within the charity ensuring the PSP is delivered effectively alongside a multi-disciplinary steering group and young people's advisory panel. The methodology of a PSP is set by the [James Lind Alliance](#). The role will suit someone with strong research project management and people skills, and is passionate about mental health research and the difference it can make to improving the lives of people in communities everywhere. An interest in young people's mental health is essential and experience of systematic reviewing, research surveys and co-production research methods is a must.

Our ambitious and friendly team conduct a range of mental health and evaluation projects, develop public involvement strategies for academic teams across the country and deliver discreet pieces of mental health research policy work. All our activities seek to place experts from experience at the centre. We want to transform mental health research through the direct involvement of those affected by mental health problems because we believe that leads to higher quality and more relevant research.

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 skills as well as their direct experiences of managing mental ill health. This post will be based at our head office – 32-36 Loman

Street, Southwark, London SE1 0EH, but some travelling in the UK may be required. Some flexible working will be required as our Young Persons Advisory Group meets on a Saturday.

### **Key Responsibilities**

- **Project management:** coordinate the delivery of the Children and Young People’s mental health research PSP engaging with partners and stakeholders, developing the young people’s advisory panel, drafting documents, liaising with James Lind Alliance advisor, keeping programme on time and budget.
- **Networking:** maintain and build relationships with relevant stakeholders through the PSP extending our influence and partnerships. Represent us at events and meetings promoting the aims and work of the organisation in line with McPin Foundation mission, vision and values.
- **Research survey and information management:** A significant PSP task is a survey of stakeholders and identification of unanswered research questions through thorough analysis of published literature databases. Must lead survey analysis and oversee informatics processes.
- **Innovative research consultation approaches:** Must develop innovative ways to consulting with stakeholders unable to feed into the PSP via a survey response. Coordinate outreach work into schools, and other community settings.
- **People management:** There are no direct line management requirements in the post but there are people who will work on this study whom must be supported. Working with young people and developing their skills within the programme is a key part of the role.
- **Skill development and training:** Contribute to developing our collective learning environment within the charity
- **Policy:** Deliver a children and young people’s mental health research policy think piece with the McPin policy manager to build on the work of the PSP
- **Cross team working:** flexibility to get involved in projects that require additional capacity – particularly research and evaluation consultancy work.
- **Research project development:** Use the PSP to identify areas where we might develop new research proposals with partners, or develop Public and Patient Involvement (PPI) support programmes.
- **Communication:** Newsletter pieces, blogs for the website, reports for the PSP, social media posts and presentations.
- **Quality:** Oversight of contract delivery ensuring all work is delivered efficiently according to agreed research or evaluation protocols, on time and within budget. Comply with regulations including the Data Protection Act, as well as the McPin Foundation’s policies and research governance framework, and show a commitment to personal development in order to deliver high quality work.

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:** Understands scope of own role and how this may develop; works as an effective and responsible team member; prioritises and organises workload effectively; evaluates the quality of own and others' work; raises any quality issues and related risks to the appropriate person
- **Equality:** Values people as individuals; takes into account own and others' behaviour and its effects on others and takes appropriate action when own or others' behaviours undermine equality and diversity
- **Information:** Gathers, analyses, interprets and presents extensive and/or complex data and information to a sufficient quality; complies with legislation, policies and procedures including research standards for publication of data; defines and implements search strategies for reviewing data and summarising results; develops justifiable conclusions and recommendations and presents them clearly and appropriately to meet the needs and interests of the intended audience(s)
- **Communication:** Communicates effectively, using a range of different media, including email, telephone, social media and the web; maintains accurate and complete records consistent with legislation, policies and procedures; ensures effective communication with a range of people on a range of matters; constructively manages barriers to communication; evidences ability to develop and maintain communication in difficult situations and on sensitive matters, modifying responses where necessary
- **People management:** Provides appropriate line management and supervision to a more junior researcher, supporting the management of workload and personal development; engages effectively with other team members and with opportunities to influence work objectives and planning; plans and coordinates work, responding well to changing circumstances and multiple priorities; provides effective and appropriate support to others, recognising individual needs and circumstances
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## Person Specification

**E = Essential**

**D = Desirable**

### **Knowledge**

- Must have an excellent understanding of mental health, the impact of mental health problems on people's lives, and the system, policies and services operating to support people with mental health problems (E), and in particular issues affecting children and young people (E)
- Must have a thorough understanding of systematic reviewing (E), and experience of doing systematic reviews (D)
- Must have an excellent understanding of quantitative research survey methodologies, including appropriate project design, data collection, analysis, synthesis and write-up (E)
- Must have an excellent understanding of qualitative research methodologies, including appropriate project design, data collection, analysis and write-up (D)
- Must have a good understanding of Patient and Public Involvement (PPI) in research (E) and of co-production research methods (D)
- Must have a good understanding of research governance principles and be able to operate safely and ethically within required procedures, including supporting and supervising others

to do so (E)

- Understanding of how research can influence policy (D)

### **Skills**

- Must be able to build and maintain effective working partnerships with others across a range of sectors, including academic, charity, public and private sectors (E)
- Must have excellent inter-personal skills, an ability to inspire and develop others, and effective team leadership skills (E)
- Must have excellent project management skills, delivering multi-faceted work streams to time and within budget (E)
- Must be able to write quality outputs and deliver other communications carefully targeted to intended audience (E)
- Must be able to sensitively support and recognise need for support in others, taking into account principles of equality and diversity (E)
- Must have excellent computer skills, particularly in using Microsoft Office software – word, power point, excel, outlook – and an excellent knowledge of NVivo and SPSS or equivalent software (E) And skills using social media platforms to communicate with the public (D)

### **Experience**

- Experience involving children and young people in projects (E) in research (D)
- Experience of personally managing mental health problems or knowing other people who manage mental ill health (D)
- Experience of project management (E), mental health research project management (D)
- Experience of people management within a research environment (E)
- Experience of working for a charity (D)

### **Qualifications**

- Must have a post-graduate qualification or equivalent research experience (E).