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 **Job Description**

**Job Title: VCSE MH Alliance Chief Officer**

**Salary:** £35,000 - £37,000 per annum pro rata (depending on experience)

**Duration:** until 31/3/2024 with the potential to extend if funding secured

**Organisation:** Voluntary Action Coventry

**Accountable to:** Chief Executive

**Location:** 27-29 Trinity Street, Coventry CV1 1FJ

**Hours of work:** 22 - 26 hours per week (to be agreed)

There may be occasional evening or weekend work.

**Chief Duties:** To support the growth of the VCSE (Voluntary, Community and Social Enterprise) Mental Health Alliance in Coventry and Warwickshire, ensuring capacity to influence and support delivery of mental health strategies across the sub-region.

### Specific Duties

1. Provide a collective voice for Alliance members, seeking out the views of voluntary, community and social enterprises and their service users on matters relating to mental health provision and health inequalities in Coventry and Warwickshire.
2. To strengthen integrated working between the VCSE and statutory partners. Play a key role in representing the VCSE in the MH (Mental Health) and LDA Learning Disability and Autism) Collaborative and other strategic meetings.
3. To ensure that the VCSE MH sector is involved in the co-design of solutions that reduce health inequalities.
4. Promote membership of the VCSE Mental Health Alliance to voluntary, community and social enterprises building on existing relationships and creating new connections.
5. Lead the exploration of the development of the Mental Health Alliance as a fund holder/distributer and take this work forward under the agreement of the Reference Group.
6. To host regular engagement activities/mechanisms that engage the VCSE MH sector. I.e., virtual meetings, themed networks and forums, surveys.
7. Facilitate meetings of the VCSE MH Alliance Reference Group and maintain records. Ensure the Terms of Reference are reviewed annually.
8. To seek and secure funding to sustain the VCSE MH Alliance.
9. To provide line management support to the Communication Officer.
10. To build capacity in the grass roots/small VCSE Sector to ensure they have access to learning/training and funding opportunities and are able to engage in coproduction activity.
11. To work with the Communication Officer to promote the VCSE MH Alliance through a range of media.
12. To identify learning and development pathways and opportunities for staff and volunteers within the VCSE MH Alliance to strengthen and build their knowledge and skills.
13. Undertake regular monitoring and evaluation of activity undertaken and its impact with members/stakeholders/service users.
14. To keep abreast of health and care policy developments and changes to local provision/services.

**General Duties**

1. Undertake other necessary, reasonable duties and appropriate tasks as requested by the Chief Executive or VCSE MH Alliance Reference Group.
2. To carry out the duties of the post at all times in accordance with VAC's HASAW, Equal Opportunities and all other VAC policies and procedures.
3. To enact the values of Voluntary Action Coventry and the VCSE MH Alliance
4. To take responsibility for personal learning and development

**Location**

27-29 Trinity Street, Coventry CV1 1FJ. There will also be times when the post holder will need to travel and work from locations across the sub-region.

**VCSE Mental Health Alliance Chief Officer**

Person Specification

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|  | **Requirement** |
| **Essential** | **Desirable** |
| Experience | * Experience of engaging people and building professional relationships.
* Experience of engaging the voluntary and community sector.
* Experience of monitoring and evaluating services.
* Experience of planning/project management
 | * Experience of undertaking a similar role.
* Experience of working with a diverse range of people.
* Experience of sourcing and securing funding
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| Skills | * Excellent communication skills and ability to engage with a range of audiences.
* Ability to chair meetings and discussion forums.
 | * Ability to understand complex information and to make this available to others in an appropriate format.
* Ability to undertake routine administration using MS Office.
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| Knowledge and understanding | * Understanding of the voluntary and community mental health sector.
* Understanding of the role of Health and Care Partnerships
* Understanding and awareness of the NHS transformation plan
 | * Awareness of diversity and equality issues
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| Personal attributes | * Self-starter
* Outgoing and enthusiastic approach
 | * Able to travel across Coventry and Warwickshire
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