



VCFSE Partnership Manager

Reporting to: Marketing and Partnership Manager

Salary: £48,422.22 pro rata per annum (which equates to £29,053.33 per annum)

Hours: 22.5 hours per week

About the Organisation

The Living Well Consortium is a network of over 40 third sector organisations working to improve the mental health and wider wellbeing of the local people, especially those who are most in need. We offer high quality, responsive, specialist services and initiatives including one-to-one counselling services, culturally sensitive support, guided self-help, relaxation techniques, telephone counselling, and other accredited talking therapies.

We have been successful in securing contracts with NHS Birmingham and Solihull Integrated Care Board to develop and deliver new approaches to psychological support to people in the community in Birmingham and Solihull, under the NHS Talking Therapies (IAPT) programme.

We aim to position the Consortium to be able to take a leading role in the design and delivery of mental health and wellbeing services across the region and wider areas of the West Midlands, and to enable voluntary sector organisations to work together to respond to the current funding challenges in the health and charitable sectors.

Overall purpose of the role

Although employed by LWC this post is funded by the BSOL Mental Health, Learning Disabilities & Autism Provider Collaborative.

It is a regional figure who consolidates, champions and strengthens the influence of the Voluntary, Community, Faith and Social Enterprise (VCFSE) sector across Birmingham and Solihull (BSOL), contributing to fundamental strategic decisions to support the transformation of mental health services and commissioning in the region. This will be through the VCFSE Mental Health Collective and Panel for Birmingham and Solihull.

The role will operate as an advocate for increased system-wide collaboration and shared decision making between local communities, communities of identity and people with lived experience. The role will ensure the wider VCFSE sector is kept up to date with developments and intelligence to enable greater collaboration and local influence.

This role will develop a sustainable forward plan which ensures the third sector voice is heard by, and actively contributing to, all regional Integrated Care System (ICS), Provider Collaboratives (PC) and Primary Care (PC) forums. The post will be supported by the Chair of the VCFSE Mental Health Panel/Collective).

The Integrated Care Board has transferred commissioning responsibility to the Mental Health, Learning Disability and Autism Provider Collaborative (MHPC) with Birmingham and Solihull Mental Health NHS Foundation Trust (BSMHFT) as the lead provider of the Collaborative.

The VCFSE Collective is a core partner in the MHPC has elected a Panel of VCFSE Representatives to fulfil the representation at key meetings within the Provider Collaborative, including Learning Disabilities and Autism. This role is crucial to ensure that communication flows easily between Collective, Panel and MHPC meetings.

Key Working Relationships

- Chair of VCFSE Collective/Panel
- Executive Directors
- Senior Managers
- Professional Committees
- Executive Directors and Senior Managers across commissioners/providers in NHS Mental Health Trusts and the VCFSE sector.
- All partners involved in the formation of the ICS and Provider Collaborative

Responsibilities and Duties

- Ensure VCFSE representation at all mental health related ICS and MHPC forums.
- Work with the VCFSE Mental Health Collective Administrator and other VCFSE representatives to collate intelligence from meetings and track actions/ feedback.
- Provide weekly updates to VCFSE Mental Health Collective Chair and Deputy Chair, and monthly to the VCFSE Mental Health Panel.
- Support with the development of the VCFSE Mental Health Collective and Panel and any additional structures developed to ensure VCFSE has a voice.
- Attend the VCFSE Mental Health Collective and Panel and provide a regular update slot directly or via the Chair.
- Manage VCFSE Mental Health Panel, Chair and Deputy Chair elections as required.
- Work with the MHPC commissioners to enable VCFSE contributions are embedded in the work of the Provider Collaborative.
- Represent the VCFSE Panel/Collective where there is a potential Conflict of Interest issue.
- Lead updates to VCFSE Mental Health Collective and Panel Terms of Reference and Articles of Association as required.
- Work with the VCFSE Mental Health Collective Administrator to ensure the Collective Membership Database, Mailchimp subscriber list FutureNHS Workspace access, etc remain current.
- Collate what smaller VCFSE organisations can add to the mental health, learning disability and autism system and support with capacity building where needed.
- Contribute to pulling together the mental health VCFSE proposal for community transformation.

- Act as conduit with BVSC, WCAVA, Birmingham City Council and Solihull MBC and their involvement in Place Based Commissioning.
- Act as conduit with Learning Disabilities VCFSEs.
- Act as a 'voice' within the Integrated Care System and Integrated Care Boards when needed for VCFSE sector and ensure there is a consistent and proactive VCFSE presence in wider mental health system conversations.
- Oversee Task and Finish groups as agreed with leadership.
- Help and support existing VCFSE sector organisations to translate data and evaluation into live projects.
- Develop and lead a mental health related communication strategy for the wider BSOL VCFSE sector.
- Work with system locality teams to deliver national and local transformation priorities.
- Represent the VCFSE Mental Health and Wellbeing sector of Birmingham and Solihull at strategically important meetings, including advocating the need for co-production, equality, and inclusion.
- Build productive and reciprocal relationships with key commissioners and stakeholders.
- Diversify the voices heard within mental health decision making across Birmingham and Solihull (including community leaders and those with lived experience) and advocate the sharing of those decisions.
- Influence the system to increase investment in mental health services that tackle inequality and exclusion across all ages and communities.
- Support a model to manage continued collaborative work.
- Ensure communication across all partnerships is effective and clear for stakeholders.
- Develop written and oral presentations (internally and with external bodies)
- Provide written reports, proposals and co-ordinate monitoring as required.
- Horizon-scan for opportunities across Birmingham and Solihull.
- Support the development of business plan for the Collective.
- Build and maintain strong working relationships with relevant colleagues to ensure local and national messaging is aligned, that learning is shared with the network for peer support and to inform future models of working.
- Ensure that robust and considered challenge is made to all aspects of the system Transformation Programme in the context of the NHS White Paper Reforms, ensuring VCFSEs are represented and embedded in developments.
- Provide updates to the MHLDA Provider Collaborative as required.
- Work with the Provider Collaborative to identify additional opportunities for working together across the collaborative partnerships.
- Provide updates to Living Well Consortium management review meetings and Board meetings as required.
- Undertake training as required by the organisation.
- To work within organisations policies and procedures.

- Undertake such other duties commensurate with the role.
- To understand and work with the ethos, aims and objectives of LWC.

Person Specification and experience

- Experience of developing partnerships – experience developing partnerships in the mental health and voluntary sector is also desirable.
- Experience of managing complex partnership projects.
- Experience of working at a strategic level and developing strategic plans.
- Experience of networking with Health and Social Care Commissioners.
- Experience of influencing at a high level.
- Experience of working alongside people with mental health problems, local communities and people from marginalised communities, in order to influence and participate in project, programme and strategy development and delivery.
- Knowledge of the impact of poor mental health on individuals and communities
- Strong project management skills.
- Experience writing project proposals, plans, and strategies.
- The ability to work under pressure, prioritise, and meet deadlines.
- The ability to bring people, groups, and organisations together and to work through conflict.
- Excellent negotiation and networking skills.
- Excellent IT proficiency including full competence using Microsoft Office Suite, e.g. Word, PowerPoint, Excel and Outlook.
- Attention to detail.
- High level of integrity and understanding of confidentiality and always maintains discretion.
- Proactive self-starter with a positive and energetic approach to work
- Excellent written and verbal communication skills
- Confident communicator at all levels
- Effective time management and workload management
- Empathy with the aims and values of the organisation
- Commitment to continuous improvement including own professional development.
- Willingness to be flexible and dynamic as organisation needs change.
- Commitment to principles of Equal Opportunities.

Statement:

This job description will be agreed between the jobholder and the manager to whom they are accountable. It may be reviewed in light of experience, changes and developments.

The information being handled by employees of Living Well Consortium is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the

Disciplinary Policy including possible dismissal. In the case of computerised information, could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Employees must take reasonable care and be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Living Well Consortium is committed to Equal Opportunities in Employment and therefore it is the aim of Living Well Consortium to ensure that no applicant or employee receives less favourable treatment on grounds of gender, disability, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

Living Well Consortium is responsible under the existing equality and diversity legislation to ensure equality issues are promoted and you are expected to work with Living Well Consortium to fulfil these obligations, Living Well Consortium policies and codes of good practice.

Due to the nature of this post, it is subject to a Disclosure and Barring Service (DBS), criminal records check.

