

Job pack

**Maternal Mental Health Alliance
Membership and Local Voices Officer**

9 December 2021



THE ROLE

Membership and Local Voices Officer

Details

- **Part-time** – between 17.5 and 21 hours a week. Working pattern negotiable, but the successful candidate must be available to work on Tuesdays and Wednesdays.
- Annual salary **£34,680 FTE**, pro rata.
- 25 days' holiday plus public holidays (pro-rata).
- **Home-based**, with the expectation both to attend meetings/events in London and to travel to various other parts of the UK on a monthly basis.
- **Fixed-term contract** until April 2024, linked to funding.

Reporting to

MMHA Lived Experience & Strategic Opportunities Manager (LESOM)

Line management responsibilities

No direct line management responsibility

Background

This role will play a key part in MMHA's Amplifying Maternal Voices project, designed to enable local communities to campaign for positive change in relation to the provision of perinatal mental health services. The project will have a particular focus on addressing the perinatal mental health experiences and challenges faced by communities impacted by inequalities, particularly single mothers, young mothers and Black, Asian and Minority Ethnic mothers and their families.

Job purpose

- Lead on the development and dissemination of an engagement toolkit, in conjunction with MMHA member organisations, the MMHA Lived Experience Champion Network, and local groups.
- Support the engagement and expansion of MMHA member organisations and the Lived Experience Champion Network with a focus on women with diverse needs, including young mothers, single mothers and mothers from diverse ethnic and cultural backgrounds, and explore the appetite of local community organisations who represent these groups to support the creation of the toolkit.
- Support the development and delivery of two events: a conference and a learning event, to promote uptake of the toolkit and raise awareness of good practice and evidence.

Main responsibilities

- Bring together a working group of Lived Experience Champions to support the creation of the campaign engagement toolkit.
- With support from both the MMHA and partner organisations, develop and disseminate a user-friendly engagement toolkit for use by maternal mental health advocates in all 4 devolved nations of the UK, with a particular emphasis on the needs of young mothers, single mothers and mothers from diverse ethnic and cultural backgrounds.
- Work with the MMHA Communications Lead to communicate the toolkit in the most impactful way.
- Support the identification of new member organisations to further diversify and support the MMHA to be representative of a broad perinatal mental health landscape, and to further the Everyone's Business Campaign Theory of Change.
- Work with the LESOM to identify member organisations with regional representatives to communicate key campaign messages.
- Support the development and delivery of both a conference and a learning event, in order to promote uptake of the toolkit and raise awareness of good practice.
- Provide any necessary primary and secondary data as required by the project evaluation plan, and support the LESOM to provide updates on project milestones.
- Work with our partner organisation to identify scope for sustainability and wider uptake of the toolkit, including planning for a scaled-up toolkit for national use post-pilot.
- Assist the LESOM and the wider team with tasks linked to diversity and local campaign engagement.
- Support the evaluation of the toolkit, conference and learning event.
- Any other tasks as agreed between the postholder and their line manager and the CEO. MMHA is a small charity, and all team members are expected to occasionally perform duties outside the remit of their job description.

Essential skills and experience

- Extensive experience of successfully managing projects involving multiple stakeholders.
- Excellent people skills, with the ability to engage with wide and diverse groups.
- Excellent communication skills, both verbal and written, and experience of tailoring communication to different audiences in a creative and accessible way.
- Experience of campaign work.
- A demonstrable understanding of the needs of diverse ethnic and cultural groups of women.
- Experience of working with community or local organisations.
- Experience of managing working groups to achieve a co-produced outcome.
- Creativity and problem solving skills, and a collaborative and flexible approach.
- An interest in the work of MMHA and commitment to our [values](#).

Desirable skills and experience

- Experience of designing, delivering and managing successful events.
- Understanding of the perinatal mental health sector.
- Experience of working with and engaging member organisations.

The MMHA is committed to increasing the diversity of our team. Given that the postholder will be working with groups concerned with the needs of young mothers, single mothers, and mothers from diverse ethnic and cultural backgrounds, we would particularly welcome applicants from one of these groups.

HOW TO APPLY

Application is by cover letter of no more than two pages of A4. In this document please summarise your previous work history, including dates of any employment in the last four years, and address how you meet the first seven bullet points in the list of essential skills and experience detailed above.

We will be anonymising applications prior to shortlisting. To make this easier, please ensure that your cover letter includes your initials rather than a full name.

Applications should be sent to recruitment@maternalmentalhealthalliance.org, by 5pm on **Tuesday 4th January**. First interviews will take place virtually the week commencing **10th January**.

We would appreciate it if candidates could fill out our [equal opportunities monitoring form](#). This will not be linked to your application and is anonymous.

We are keen to ensure that our recruitment process helps us find the best candidate for the role, not the candidate who is best at completing applications and carrying out job interviews. If there is anything we can do that can assist you in the recruitment process, if you have any queries, or you would like an informal conversation about the role, please email recruitment@maternalmentalhealthalliance.org.

ABOUT THE MATERNAL MENTAL HEALTH ALLIANCE

The Maternal Mental Health Alliance is a UK-wide charity and network of over 100 organisations, dedicated to ensuring women and families affected by perinatal mental problems have access to high-quality comprehensive care and support. We bring the maternal mental health community together and make change happen by combining the power of real-life experience with clinical and professional expertise.

Why we exist

Women, babies, and their families are suffering right now. We won't stop until every woman and family in the UK gets the perinatal mental health care and support they need, before, during and after pregnancy.

How we drive change

We speak with one voice. United by our core aims, we work collectively to maximise impact. We harness our shared expertise, energy and passion to drive the change needed for the mental health needs of women and their families in the perinatal period.

Who we are

The MMHA was founded in 2011 by people with lived experience and organisations who understood the impact of perinatal mental problems and had a commitment to improving the lives of women and their families. Today, we have evolved into a powerful and collaborative alliance supported by a small, dedicated staff team and board.

Find out more at maternalmentalhealthalliance.org.