

Job pack

**Maternal Mental Health Alliance**  
Development and Programme Manager

October 2020



## About

### The Maternal Mental Health Alliance (MMHA)

#### Who we are

The MMHA is a charity and coalition of over 90 national member organisations, lived experience champions and clinicians, working collaboratively to improve perinatal mental health care for women and families in the UK.

#### What we do

We bring the sector together to speak with one voice and campaign for all women throughout the UK who experience a perinatal mental illness to receive the care they and their families need, wherever and whenever they need it.

By working collectively to maximise our resources as an alliance, we harness our organisational, personal and professional expertise, energy and passion to drive change for women and families.

#### Our vision

To see **all** women across the UK get consistent, accessible and quality care and support for their mental health during pregnancy and postnatally.

## The Everyone's Business Campaign

The MMHA's Everyone's Business campaign calls for all women throughout the UK who experience a perinatal mental illness to receive the care they and their families need, wherever and whenever they need it.

More than 1 in 10 women develop a mental illness during pregnancy or within the first year after having a baby. If untreated, perinatal mental illness can have a devastating impact on the women affected and their families.

In the UK, mental illness in pregnant and postnatal women often goes unrecognized, undiagnosed and untreated.

Find out more at [www.maternalmentalhealthalliance.org/campaign](http://www.maternalmentalhealthalliance.org/campaign)

# The role: Development and Programme Manager

## Details

- Annual salary will be £45,000, pro rata for 2.5 days per week (17.5 hours). The specific working pattern is negotiable; the MMHA is a flexible employer and operates a four-day working week.
- Home-based, within a 90-minute commute to central London.
- This role is permanent subject to continued funding.
- 10% employer pension contribution and 25 days' holiday (plus bank holidays), pro rata.

## Job Purpose

We are looking for a Development and Programme Manager to join our senior leadership team who will:

1. Help build a financially sustainable charity to deliver the MMHA strategy
2. Manage the implementation of newly funded emerging bespoke programmes of work and / or recruit / manage additional staff subject to funding
3. Support the implementation of the strategic plan through effective systems and processes for project and contract management, monitoring and reporting, including in devolved nations
4. Oversee the work of one of the Devolved Nations Co-ordinators
5. Contribute to the overall management and leadership of the MMHA through proactive membership of the Senior Leadership Team
6. Support the set-up of effective Team (Face to Face) and members meetings, ensuring team / MMHA workplan and discussions are on track to fulfil the overall MMHA strategy
7. Carry out appropriate tasks delegated by the CEO
8. Represent the MMHA and CEO at meetings and events as required

## Location

This post is home-based, but the successful candidate will need to be based within 90-minutes' commute of Central London for easy access to meetings. **This requirement is non-negotiable.** Due to the ongoing Covid-19 pandemic, we will not be holding any in-person meetings until Spring 2021 at the earliest.

## Reporting to

CEO

## **Main responsibilities**

### **Building a financially sustainable organisation**

- To develop and produce a fundraising strategy, with input from the CEO, wider team members and board members as required and that reflects the values and ethical concerns of the MMHA
- Support the CEO with identifying funding opportunities and preparing bids
- Develop and pursue creative ideas for sponsorship and funding opportunities
- To oversee agreements with funders including building relationships, negotiating contracts, agreeing project plans and producing reports as required
- To build relationships with potential funders and donors and maintain a database of relevant grant-making bodies and their expectations and requirements
- Ensure that all fundraising activity is compliant with charity governance requirements and other legal frameworks
- Provide reports on fundraising to the Board as required.

### **Supporting implementation of the MMHA strategy**

- Work with the CEO to produce a business plan that delivers the charity's strategic plan
- To review and develop systems, processes, and tools in collaboration with the wider team to aid the effective implementation of the strategy e.g. Theory of Change and project planning
- To engage with relevant member organisations on strategy implementation ensuring this member engagement is coordinated with other members of the team
- To work with others to find new ways of delivering the goals of the MMHA effectively and efficiently and that adapt to current (including Covid) and future conditions
- To work with others to ensure Team meetings (including Team Face to Face meetings) and members meetings are structured to ensure successful implementation of MMHA strategy.

### **External relations**

- To build good working relationships with member organisations and devolved nation co-ordinators
- Represent the MMHA with external audiences as appropriate (e.g. at events, in meetings with senior stakeholders)
- Deputise for the CEO with senior stakeholders, including funders and potential donors.

## Organisational management

- To prepare papers for Board meetings as required by the CEO
- Project manage new work programmes / staff as required
- Lead on establishing systems and processes for overseeing work of Devolved Nations Coordinators
- As a member of the Senior Leadership Team, provide specific guidance and oversight to one MMHA Devolved Nations Coordinator, keeping the rest of the team informed of progress and opportunities
- Attend and play an active role in Senior Leadership Team and wider Team meetings.

## Essential skills and experience

- Commitment to promoting mental health and well being and to the MMHA's [values](#)
- At least 3 years successful fundraising experience within the voluntary sector
- Fundraising through a variety of income sources
- Working within a charity with a campaigning role
- Managing different funding streams and reporting to multiple funders
- Responsibility for managing a complex project involving multiple partners
- Developing and using systems and tools for strategic planning and project implementation
- Working with external funders
- Team working, facilitation and collaborative skills
- Building successful relationships across sectors locally and nationally and with experts by experience
- Able to deal with sensitive and difficult issues
- Excellent written and verbal communication skills
- Experience of working with budgets and writing financial reports
- Entrepreneurial skills and a 'can do' attitude
- Experience of working in a collaborative organisational culture
- Excellent ICT skills
- Knowledge of fundraising regulations and legislation, and GDPR
- Experience of representing organisations/campaigns to external audiences, including (potential) funders and key stakeholders
- Ability to work on own initiative with minimum supervision and with flexibility
- Willingness and availability to travel for events and meetings (particularly in more normal - Covid permitting - times)

## Desirable skills and experience:

- Working as part of a Senior Management team (or equivalent)
- Working in or with a membership alliance
- Working from home and managing work / time, and communication with team members accordingly
- Working to promote mental health and well-being and improve services
- Experience / first-hand knowledge of 4 nation work (England, Northern Ireland, Scotland and Wales).

**Please note an existing reliable home broadband connection is a prerequisite of the role. The MMHA will provide a laptop, mobile phone and other equipment as required for work purposes.**

## How to apply

To apply, [please complete our online application form](#). We would be grateful if you could also complete our [equal opportunities monitoring form](#). CVs will not be accepted.

**The deadline for applications is 5pm on Friday 6 November.**

First interviews will take place virtually via zoom on Tuesday 24 November , with second round interviews taking place the week commencing 30 November.

The Maternal Mental Health Alliance is committed to increasing the diversity of our team. Currently people from BAME communities are under-represented in our staff team and we therefore particularly welcome candidates from these communities. We will be using positive action under the Equality Act 2010 to appoint a candidate from a BAME community if two candidates are equally qualified.

If you have any queries, require assistance or would like an informal chat about the role, please email:

**[recruitment@maternalmentalhealthalliance.org](mailto:recruitment@maternalmentalhealthalliance.org)**.