

Role Title: Mental Health Manager

Salary: £28,000 per annum + benefits

Hours: Full time, 37.5 hours per week

Reports to: Business Development
Manager/Operations Manager

About Sky Blues in the Community (SBITC):

Based at the Coventry Building Society Arena, we are the official charity arm of Coventry City Football Club. This puts us in a unique position to address local priorities and national issues using the branding of the football club to impact positively in our community. We see it as our responsibility to utilise our position to benefit the community across Coventry and Warwickshire and have a positive impact. With that in mind, the vision for the organisation is *Change lives in our local community*. This vision is supported by our organisational mission statement, which is *Use the reach and appeal of Coventry City FC to make a difference to the lives of people across Coventry and Warwickshire*.

We are actively looking to contribute to local, regional, and national priorities, using Coventry City FC to positively impact on a range of agendas such as physical activity, health and wellbeing, community safety, community cohesion, employment, and skills.

To focus and influence the work of SBITC in achieving our mission and supporting tackling local priorities, our work is categorised under four core themes, each with their own headline goal:

- Health – Promote healthy behaviours, empowering people to take control of their own health and wellbeing.
- Sport – Engage people of all ages and abilities in sport and physical activity.
- Education – Inspire learning and personal development to raise aspirations, attainment, and achievement.
- Inclusion – Provide opportunities for people and communities who face common barriers.

Roles and Responsibilities:

This role has a wide range of responsibilities, with a principal focus on managing, developing and continuously improving the SBITC mental health and wellbeing provision across Coventry and Warwickshire. SBITC currently deliver a mental health and wellbeing programme for men (MENTalk), women (WOMEntalk) and Teenagers (TEENtalk), as well as a programme for adults living with dementia (DEMENTIA Active).

- Responsible for the day-to-day line management and development of a small team of co-ordinators and coaches that work on these programmes. Conducting regular 1-2-1's and annual appraisals to manage performance across the service.
- Ensure all projects, events and sessions are booked, planned and delivered to the highest possible standards, ensuring that all obligations and key performance indicators in respect of grant-based funding and sponsorship are achieved and recorded.



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Sky Blues in the Community - Registered Charity No: 1127014

Ricoh Arena, Phoenix Way, Coventry, CV6 6GE

Tel: 024 7678 6349 **Web:** www.ccfc.co.uk/community **Twitter:** @sbitc_ccfc **Facebook:** @sbitc

- Review and monitor service and programme budgets to ensure they are on target.
- Lead on the planning and delivery of supportive and informative group and bespoke 1-2-1 mental health and wellbeing workshops and interventions for participants.
- Seek out opportunities to grow and sustain these programmes and the service through; effective promotion, partnership management, monitoring and evaluation and demonstration of impact.
- Set up working groups and focus groups to gather feedback and insight from participants on these programmes and individuals with lived mental health difficulties to ensure our programmes cater for the wide range of needs.
- Enhance and increase SBitC's profile and reputation as a trustworthy and high-quality deliverer of mental health and wellbeing initiatives.
- Complete all monitoring and evaluation requirements for sessions and compile progress reports for funders regularly containing quantitative and qualitative data.
- Organise and manage the referral process for all SBitC mental health and wellbeing programmes and work with key partners to grow the reach of these programmes to increase referrals.
- Carry out robust risk assessments and quality assurance checks for all sessions and programmes.
- Take a lead on updating information for communication materials (e.g. posters, leaflets, newsletters, social media and websites etc.) to promote programmes to partners and the target audience.
- Responsible for supporting the development of future mental health projects, which may include work in primary schools and other community settings.
- Contribute towards the development of a culture of continuous improvement within the organisation.
- Comply with all charitable policies and procedures and promote the SBitC brand and ethos in a professional, strong and positive manner.

Other requirements:

- Full UK Driving License and access to a suitable vehicle required (office based at the Coventry Building Society Arena with the position requiring some travel across Coventry and Warwickshire).
- This role will require working flexible and some unsociable hours (including evenings, weekends, and public holidays where appropriate).
- Subject to an enhanced DBS check.

Equality Code of Practice – Sky Blues in the Community we are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee, or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook.

Safeguarding Statement

Sky Blues in the Community (SBITC) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the

child or adult at risk. The Community Scheme fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Safeguarding is everyone's responsibility.

Disclaimer:

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be responsibly requested.

PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when shortlisting.

Job Title: Mental Health Manager

Area	Criteria	How Assessed*
Qualifications and Experience	Psychology degree, counselling degree, mental health degree or a degree in a relevant clinical qualification.	
	Training in other psychological therapies.	
	Mental Health First Aid qualification	
	Level 1 sports coaching qualification (E.g., Football, Cricket, Tennis).	
	Up-to-date Safeguarding and First Aid Qualifications.	
	Experience of working with individuals who are experiencing common mental health problems.	
	Experience of providing group and 1-2-1 support and interventions for adults and children and young people who are experiencing a mental health condition.	
	Experience of managing and developing a team	
	Experience of managing large scale projects and applying project management skills and techniques	
	Experience of delivering Cognitive Behavioural Therapy (CBT) based interventions	
	Experience of working in a setting where agreed targets are in place for demonstrating clinical outcomes	
	Experience of managing a budget and following financial processes and procedures	
Knowledge	Strong knowledge and understanding of health systems and	

	mental health systems and agencies	
	Awareness and understanding of social prescribing	
	Knowledge and understanding of the barriers to engagement in areas of deprivation.	
	Strong understanding of safeguarding, health and safety and equality principles, policies and procedures.	
Skills & Abilities	Excellent IT skills including intermediate abilities in all MS Office programmes	
	Excellent time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure	
	Ability to work as part of a team and on your own initiative	
	Ability to work towards strict deadlines and prioritise workload	
	Ability to develop good therapeutic relationships with individuals	
	Enthusiastic and self-motivated individual with a positive “can-do” attitude with a passion for making a difference in communities.	
Other Requirements	Full UK Driving License and access to a suitable vehicle for work.	
	Clean enhanced DBS check.	

* When Assessed

(A) on Application form

(I) At Interview

(D) From Documentary evidence e.g., references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc.

SBITC believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the utmost importance. SBITC will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Commitment

The GDPR 2018 and Data Protection Act 2018 (“the Act”) set out certain requirements for the protection of your personal data (and sensitive personal data) against unauthorised use or disclosure. The Act and GDPR also give you certain rights. Except to the extent, we are permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purposes of assessing your application, personnel administration and statistical analysis. Your information will only be handled by authorised personnel and will be held on a manual file. It may also be entered in its current or altered format onto the organisation’s computerised database. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be held for no longer than is necessary, in line with SBITC Data Retention Policy, after which time it will be destroyed. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

For more information about how Sky Blues in the Community handle your personal data, you can obtain a copy of our Privacy Policy by emailing: sbitc@sbitc.org.uk

SBITC is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made based on merit.

The following policies are available [Community - Coventry City \(ccfc.co.uk\)](http://ccfc.co.uk)

- Privacy Policy
- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- GDPR/Data Protection Policy
- Safer Recruitment

Deadline for Application forms is 9am on Monday 3rd April 2023.

Please send completed application forms to Harvey.Morgan@sbitc.org.uk