**JOB DESCRIPTION –**

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| **Job title** | Active Monitoring Service Lead Nottinghamshire |
| **Reports directly to** | Nottinghamshire Mind Service Manager |
| **Grade/Salary** | £21164-£26936 depending upon experience |
| **Hours** | 37 per week |
| **Period of employment** | Initial 12 months (ongoing subject to service recommissioning) |
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| **Job purpose** | * To lead and support in the development, coordination, and evaluation of the Active Monitoring Service * Lead and support a team of Active Monitoring Practitioners to deliver the service in line with the programme resources and licence * Lead on liaison with programme Commissioners * Maintain effective data logging and report systems * Represent Nottinghamshire Mind at appropriate meetings * Lead on liaison with National Mind on the delivery of the programme under licence * Ensure relevant organisation policies and procedures are fit for purpose and adhere too * Review and report on quality outcomes * Prepare reports and presentations * Support to identify and prepare for growth and recommissioning |
| **General Key accountabilities** | * Oversee client data, monitoring and records utilising the Charity Log database system * Ensure quality standards working within the National Mind Quality Mark framework * Oversee and report on health and safety issues * Support, supervise and appraise the Active Monitoring Team * Identify training needs of team members * Ensure that the organisations information is consistent with the Mind Branding * Attend team leader meetings to ensure blended service delivery |
| **Performance review**  **Safe working environments**  **Development** | **To continuously review own performance and development needs to assist growth and development by:-**   * Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework. * Participating in training and development opportunities as agreed within the Performance Management process |
| **To ensure a safe working environment for self and the team by:-**   * Ensure staff are fully supported with supervisions, wellness and welfare meetings. * Ensuring a good standard of general housekeeping and infection control within the team’s environment * Ensuring all H&S concerns are appropriately reported and action taken in a timely manner * Ensuring H&S policies and procedures are complied with * Following the formal reporting process for serious untoward incidents and accidents * Ensuring all risk assessments are completed when appropriate |
| **To assist in the development of the organisation by:**   * Gathering data and outcomes * Identifying cost savings * Identifying models of evaluation * Identify funding opportunities * Identifying gaps in service provision * Gathering client feedback and data |

**PERSON SPECIFICATION**

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| **Job title** | **Active Monitoring Lead** | |
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| **Personal effectiveness** | Essential | Desirable |
| * Ability to effectively delegate * Ability to multi task * Have a practical * Experience of working towards achieving individual and team objectives * Experience of developing/maintaining partner relationships * Experience of development of services * Good time management and able to work to deadlines * Collaborative team working skills * Adaptable and resilient, able to work in a challenging and changeable environment * Self-motivated and effective motivator of others * Confident, effective and friendly communicator * Committed problem solver * Experience of leading a team | * Understanding of the challenges experienced by people with mental health difficulties * An understanding of the third sector involvement in mental health provision |
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| **Technical effectiveness** | Essential | Desirable |
| * IT literate * Ability to work with data base systems * Experience of supervising staff * Understanding of health and safety * Ability to write reports for a range of audiences | * Experience of working with Charity Log |
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| **Acquired experience & qualifications** | Essential | Desirable |
| * Confident leadership skills * Maths and English (GCSE and above) |  |
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| **Other requirements** | Essential | Desirable |
| * Flexibility * A full driving licence and access to our vehicle   (expenses will be paid) |  |