



Women, partners, families & professionals working together

Job Description

Maternal Mental Health Alliance, Everyone's Business Campaign Coordinator (Scotland)

Everyone's Business Campaign Coordinator (Scotland), minimum of 1.5 days & potentially 2 days per week

Job Title: MMHA Everyone's Business Campaign Coordinator (Scotland)

Job Purpose: to work with the MMHA Development and Programmes Manager to ensure the Everyone's Business campaign is successfully implemented in Scotland (mainland and islands)

Accountable / reporting to:

If employed by Maternal Mental Health Scotland, post-holder is accountable to Chair of Maternal Mental Health Scotland, on behalf of Trustees, and reports to Maternal Mental Health Alliance Development and Programmes Manager.

If seconded from another organisation, post-holder continues to be line managed by current employer and reports to the MMHA Development and Programmes Manager.

The MMHA Development and Programmes Manager (with input from the CEO) will be responsible for ensuring activities agreed with Comic Relief and Big Lottery are implemented in Scotland as part of a wider UK campaign, and for ensuring that the Coordinator is supported by and feels part of the wider Everyone's Business campaign team.

Posts that this job manages: No line management responsibility

Terms and conditions:

- 1.5 & potentially 2 days per week (10.5 - 14 hours per week)
- Annual salary is 30k pro rata, plus NI and pension 1.5 (and potentially 2 days) a week
- 25 days holiday pro rata plus public holidays
- The post-holder will be required to work from home [or within own organisation where relevant] and will be based in Scotland
- The contract is initially for 1 year fixed term, with potential for extension – subject to review and funding confirmation
- Post holder will be subject to a Disclosure Scotland check

Main Responsibilities:

- Alongside the MMHA Development and Programmes Manager and Maternal Mental Health Scotland to develop and implement an ongoing Scottish strategy for the Everyone's Business campaign
- To work with the Everyone's Business campaign team and Maternal Mental Health Scotland to adapt central campaign messages to the Scottish context
- To identify, develop and manage relationships with key stakeholders in Scotland
- To work alongside the Everyone's Business Champion Network Manager to identify lived experience case studies and regional representatives within Scotland, including in liaison with Maternal Mental Health Scotland Change Agents
- To represent the Everyone's Business campaign at external events in Scotland
- To attend UK wide MMHA events, e.g. workshop(s) to review the MMHA and campaign Theories of Change, annual Learning & Evaluation workshop and monthly Campaign Working Group Teleconferences
- To organise events and meetings as may arise from the Scottish-specific Everyone's Business Campaign strategy
- To secure in-kind support for room bookings and refreshments for any meetings / conferences / Maternal Mental Health Roundtable discussions
- To work with the MMHA Development and Programmes Manager, Maternal Mental Health Scotland and partners to ensure Ministerial Maternal Mental Health Roundtable takes place each year in Scotland hosted by an appropriate Minister and attended by key national stakeholders
- To work with the Everyone's Business Communications Officer, Development and Programmes Manager and Maternal Mental Health Scotland to create and implement a Scottish specific Everyone's Business Communications strategy

Skills and experience:

- Experience of working in a campaigning environment relating to health and / or other social justice issues
- Strong project management skills and ability to evaluate campaigns and projects and to report progress against stated objectives
- Understanding of perinatal mental illness, including the range in type and quality of treatment experienced by women in the UK
- General knowledge of types of (perinatal) mental health services
- Understanding of the Scottish perinatal mental health context and systems
- Excellent presentation, influencing and negotiation skills and ability to liaise comfortably with a wide range of stakeholders, including media and government officials
- Experience of managing conflicting demands, meeting deadlines and adjusting priorities
- Excellent communication skills, both written and verbal
- Ability to work with patience, tact, empathy and diplomacy
- Excellent IT skills (Word / Excel / PowerPoint, internet and e-mail)
- Excellent team working skills as well as ability to work on own initiative with minimum supervision
- Knowledge about the potential roles of service-user organisations and individuals, as well as clinical professionals and campaigning organisations in the mental health / child development / maternity fields

Other essentials:

- Willingness to travel (in normal times) across Scotland and occasionally beyond, with occasional out-of-office hours and overnight stays where necessary
- Based in Scotland with potential to access Glasgow or Edinburgh (once Covid-19 restrictions lift) to enable access to meetings and travel to other parts of the UK
- Experience of and willingness to work as part of a remote team and from home (if working from home as opposed being based in an office)