



FDAMH

FALKIRK'S MENTAL HEALTH ASSOCIATION

Candidate Recruitment Pack

Mental Health & Wellbeing Services Manager

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FDAMH
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Welcome Note

Val McInroy, Head of Services



Thank you for your interest in this exciting new role for FDAMH.

We have been on a journey of positive change in the past three years and have very ambitious plans, for the future. Our new Mental Health & Wellbeing Manager will play a vital role in the delivery and development of our services.

Working closely with me, you will be provided with all the tools and support needed to be successful in this role, with genuine opportunity for further development and progression, as the organisation grows.

FDAMH is determined to set the standard in our sector, and we focus heavily on colleague wellbeing and client satisfaction. We have an outstanding team of professional staff and volunteers who are driven by the common goal of delivering first class services to the community.

If you can demonstrate a strong track record of success, and have the ambition and passion to work hard, in a place where your contribution will be highly valued and rewarded, I would be delighted to hear from you.

Please feel free to contact me directly to arrange an informal, confidential conversation and find out more about the role: val.mcinroy@fdamh.org.uk



FDAMH
FALKIRK'S MENTAL HEALTH ASSOCIATION



Introduction to FDAMH

FDAMH plays a vital role in within the community in the recovery of thousands of people who are experiencing or have experienced mental ill health.

We are Falkirk's Mental Health Association, and we have been supporting the Falkirk and District community for over 40 years. FDAMH is well known and trusted within the local community and plays a vital role in the recovery of thousands of people who are experiencing or have experienced mental ill health. In the past 5 years alone, we have supported more than 15,000 people and delivered more than 50,000 client appointments.

Working within a culture of continuous improvement, we invest heavily in new technology, staff development and better ways of working. We currently have a dedicated team of around 70 people, both staff and volunteers.

Our partners include Scottish Government, Falkirk HSCP, NHS Forth Valley and a range of other independent funders. Additionally, we are grateful to receive both individual and company donations from the community to bolster our funds.



The Opportunity

We are seeking an experienced and knowledgeable Mental Health & Wellbeing Manager. With outstanding skills and evidence of managing staff and mental health, you should have the ability to take on the role to allow us to support our teams and continue to deliver and develop our services.

The principal purpose of this post is to assist the Head of Services with the day-to-day operation of the service delivery areas and line management of designated staff. There will also be a requirement to support and collaboratively deputise for the Head of Services in their absence with the support of our Team Leads and Senior Leadership Team. This role requires someone who can demonstrate their flexibility as there will be a requirement to work across the full breadth of services.

The successful candidate will be able to demonstrate their accomplishments and skills in service delivery, line management, and experience working across a range of services, focussing on waiting times, outcomes and supporting staff.



Key Responsibilities

This is a key role within FDAMH, working closely with the Head of Services, Senior Leadership Team and wider staff team.

What we're looking for:

Assist with the continued development of services and provide strong direction and operational management in relation to all aspects of the day-to-day service delivery areas.

Serve as a knowledgeable resource to the staff team on mental health related issues.

Be responsible for monitoring demand for services and control waiting times and ensure systems are in place for the planning, allocation, control, supervision and closure of work, including caseload management.

Have appropriate skills and ability in decision making in high-risk situations with clients and supporting staff working with high-risk clients.

Effectively manage and maintain own case load of clients.

To be an appointed lead on Child Protection and Adult Support and Protection.

Provide effective, direct line management and support of designated staff, including supervision and development, identifying training needs.

In collaboration with the Head of Services, evaluate service provision to ensure efficient, effective, quality service provision.



Preferred Candidate Profile

Skills, Knowledge & Experience

- Role relevant professional qualification at degree level (or equivalent) e.g. RMN, Psychology, Psychotherapy or similar skillset/qualification with significant and demonstrable experience of working in a similar role together with substantial, demonstrable experience of successfully delivering services within a comparable management role.
- Significant management experience leading, motivating and developing staff teams, with a proven ability to manage performance, wellbeing, supervision and professional development.
- Demonstrable record of delivering or directing high-quality services which are outcomes focused with a proven ability to drive performance improvement, whilst delivering growth.
- Evidence of ability to monitor and control waiting times and to ensure that systems are in place for the planning, allocation, control, supervision and closure of work, including caseload management
- Ability to develop and implement innovative solutions, to problem solve and respond to sudden unexpected demands.
- Significant experience working within mental health services, supported by a comprehensive understanding of current national and local policy, legislation and best practice relevant to the role.
- Demonstrable experience of applying Child Protection and Adult Support and Protection legislation and procedures within practice, including effective safeguarding decision making and partnership working.
- Demonstrable experience of working within the GIRFEC framework and applying the principles of The Promise Scotland when supporting children, young people and families.
- Proficient user of IT and including all Microsoft packages.



Preferred Candidate Profile

Personal Attributes

- Innovative, with excellent interpersonal skills, able to develop positive working relationships both internally and externally.
- Flexible in response to changing and challenging circumstances.
- Resilient, flexible, adaptable and a sense of humour.
- Able to make difficult or challenging decisions.
- Ability to develop and implement innovative solutions, to problem solve and respond to sudden unexpected demands.
- Enjoy a challenge and take pride in your work.
- Personal values compatible with FDAMH's values.
- Ability to inspire, develop, lead and support staff and provide effective direction.



Remuneration Package

- ✓ £44,000 per annum (reviewed annually)
- ✓ 35 Hour working week which will include evening and weekend work
- ✓ Hybrid & flexible working arrangements in line with role requirements
- ✓ Generous annual leave allowance
- ✓ Company pension
- ✓ Professional development opportunities
- ✓ Range of staff reward and wellbeing initiatives

Remuneration & How to Apply

Please download our application form:

<https://fdamh.org.uk/about-us/work-with-us/>

and contact us if you are unable to do so or have any questions.

Closing Date: Friday 25th of September

Find out what makes FDAMH a great place to work. Watch our [brand film](#) to meet our team, learn about our culture and see how we're making a positive impact every day.



FDAMH

FALKIRK'S MENTAL HEALTH ASSOCIATION

IT'S OKAY TO **ASK** FOR HELP

WE CAN ALL USE A LITTLE BIT OF HELP SOMETIMES.
WE ARE HERE FOR YOU WHEN YOU NEED US.

CLICK HERE



to find out more.

Call us on
01324 671 600

FDAMH (Falkirk's Mental Health Association)
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