

JOB DESCRIPTION

PAPYRUS Prevention of Young Suicide is the national UK charity dedicated to the prevention of young suicide. Our Trustees, the majority of whom have been touched personally by young suicide, are elected from our membership from across the UK.

1	DESIGNATION	Head of Programme Development (England)
2	HOURS	36 hours per week
3	SALARY	NJC Scale 38-41 (£34,106 - £37,107)
4	LOCATION	Warrington
5	RESPONSIBLE TO	Chief Executive
6	ACCOUNTABLE FOR	Regional Managers (England); Training Manager
7	ORGANISATION STRUCTURE	See separate file
8	PURPOSE OF POST	To own and drive the charity's key programmes of activity at national level

9 KEY RELATIONSHIPS

The Programme Development Manager (England) will work closely with the CEO and the Senior Management Team to develop programmes of activity for the charity. They will work with PAPYRUS' strategic stakeholders for the deployment and continuous refinement of these programmes.

10 MAIN DUTIES AND RESPONSIBILITIES

10.1 To drive PAPYRUS' programmes of suicide prevention activities that can be deployed across England

- > Agree key programmes with CEO and review on a regular basis
- > A programme of activities can include training, awareness raising, campaigns, community engagement initiatives etc.
- > A programme of activities may be generating revenue
- > Review existing programmes and activities for best practice
- > Take a lead role in designing engagement programmes for strategic partners and key stakeholders such as
 - (i) Local Suicide Prevention Partnerships / Network Strategic Leads
 - (ii) Young people and their organisations
 - (iii) Health and Wellbeing Boards / Clinical Commissioning Groups / the medical profession

- (iv) Schools and colleges; Universities and related infrastructure organisations
- (v) The Media
- (vi) Those who have been touched by young suicide (parents, family members, friends, colleagues)
- > Work with PAPYRUS staff and key stakeholders to design, develop, deploy and continuously refine the programmes of activity.
- > Lead the development of implementation plans for each programme including stakeholder and communications management. The plans will be sustainable and simple to deploy for the PAPYRUS Operations team and/ or PAPYRUS volunteers.
- > Ensure all stakeholders have a good understanding of the programmes and to help address any issues and concerns
- > Identify and follow up appropriate opportunities across different sectors to prevent young suicides
- > Oversee and manage the delivery of these initiatives

10.2 To support and report to the Chief Executive, working with other managers

- > Contribute to strategic planning, budgeting, income generation, risk management and service delivery
- > Contribute to and attend PAPYRUS conferences and seminars as required
- > Be an ambassador for the charity and model effective engagement with stakeholders at all levels including attending and representing the charity at national, regional and local meetings/events
- > Represent the charity in print and broadcast media when required

11 OTHER RESPONSIBILITIES

- > Contribute as required to the advice and information PAPYRUS provides on its web site, its social media portals and its literature for the public and stakeholders.
- > Respect confidentiality within policy and manage information as per the Data Protection Act 1998. Understand duties and manage any matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy and in line with the Children Act 2004 and agreed protocols.
- > Attend and contribute constructively to line management supervision and appraisal protocols.
- > Attend training courses and develop agreed professional development plans within the scope of the post.

12 ADDITIONAL DUTIES

It is the nature of the work of PAPYRUS Prevention of Young Suicide that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the member of staff.

13 CONFIDENTIALITY

It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.

14 BASIC PRINCIPLES

The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.

15 CONDITIONS OF SERVICE

Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post may be subject to satisfactory completion of Vetting and Barring Scheme checks.

16 PERSON SPECIFICATION

See below.

PERSON SPECIFICATION

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Qualification(s)	Essential	Desirable	*Method of Assessment
Tertiary level education and qualification (degree level)	x		A, C
Master Trainer in Applied Suicide Intervention Skills Training		x	A, I, C
Professional Qualification in Health or Social Care or Education		x	A, I, C
Evidence of continued professional development		x	A, I, C
EXPERIENCE	Essential	Desirable	*Method of Assessment
Demonstrable recent success in service development / organisational growth	x		A, I, R
Working within a Senior Management Team / Leadership Group	x		A, I, R
Clinical Experience		x	A, I
Contract Management with local authority commissioners or similar		x	A, I, R
Leading on securing of contracts with commissioners		x	A, I, R
Recruitment and selection, delivery of HR protocols (appraisal, performance management, supervision, disciplinary, capability, etc.)		x	A, I, R
Project Management from design through to delivery of outcomes		x	A, I
Experience within suicide prevention and/or mental health promotion		x	A, I, R
Development and maintenance of effective networks / partnerships		x	A, I, R
Product Development (education materials and/or training-related)		x	A, I
KNOWLEDGE, SKILLS & ABILITIES	Essential	Desirable	*Method of Assessment
Translate strategic plans into effective delivery and enable staff performance	x		A, I, R
Product Development / Service Growth	x		A, I, R
Represent an organisation at high level in public	x		A, I, R
Contract Management; Preparation and Submission of funding bids and oversight of service level agreements (e.g. commissioning/tenders)		x	A, I, R
Possess excellent verbal and written communication skills		x	A, I, R
Determine priorities, set realistic time scales and manage time effectively		x	A, I, R

Knowledge of suicide prevention and/or mental health promotion		x	A, I, R
Budgeting and resource planning		x	A, I, R
Lead and support team members, optimising use of time, skills and resources		x	A, I, R
Handle confidential and sensitive information appropriately		x	A, I, R
Demonstrable Business Development (securing new income / contacts)	x		A, I, R
Have demonstrable IT competence (Microsoft Office applications etc.)		x	A, I, R
PERSONAL	Essential	Desirable	*Method of Assessment
Innovative and able to deliver outcomes under one's own initiative	x		A, I, R
Anti-discriminatory practice (positive regard for diversity and equality)	x		A, I, R
Ability to make professional judgements in emotionally challenging environments; emotionally resilient and able to support staff to be so		x	A, I, R
Ability to be supportive to those who have been affected personally by suicide and those at risk of suicide		x	A, I, R
Willingness to work some unsocial hours and travel across the UK (planned)		x	A, I, R
Full driving licence and access to regular use of a car for business purposes		x	A, I, R