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| **Job Title** | Stigma Free Lanarkshire Development Officer |
| **Salary** | £20,911 to £23,597 depending on experience  Full time – 37.5 hours per week  Fixed term contract until November 2020 |
| **Location** | Lanarkshire Links, Dalziel Business Centre, Scott Street, Motherwell, ML1 1PN |
| **Reporting to** | Stigma Free Lanarkshire Programme Co-ordinator |
| **Working relationships** | The post holder will work closely with everyone involved in the Stigma Free Lanarkshire Programme including: Lanarkshire Recovery Network (LRN) Chair, SFL Programme Board, SFL Implementation Group, SFL Programme Co-ordinator, See Me Scotland, Scottish Recovery Network, LRN partners, host organisation Lanarkshire Links’ manager and staff, health and social care staff across North and South Lanarkshire, community groups, workplaces, education & young people, people with lived experience of mental health issues, See Me Champions, SFL pledge signatories, and other stakeholders.  Duties will be supervised by the SFL programme co-ordinator with day to day office procedures overseen by Lanarkshire Links Manager. |
| **Key results areas** | * Support the delivery of the Stigma Free Lanarkshire Programme within the areas of Health & Social Care, communities, the workplace, and education and young people emphasising the Declaration of Rights, as developed by See Me, Scottish Recovery Network, and VOX, to achieve the required outcome of helping to reduce mental health stigma and discrimination * Develop key relationships to promote the programme through partnership working to include those with lived experience of mental health issues, staff, and other key stakeholders * Provide high quality and comprehensive project support in the development of gathering recovery stories in Lanarkshire leading to: increased confidence of people with lived experience of mental health issues resulting in increased opportunities to challenge the stigma around mental health * Participate and contribute to the Stigma Free Lanarkshire programme and sub-groups to share perspectives and learning * Play a participative role in Lanarkshire Recovery Network steering group * Influence all aspects of evaluation through effective reporting * Utilising a rights based approach, share knowledge and understanding of key issues contributing to the local and national agendas to tackle stigma and discrimination * Contribute to the development of relevant materials and resources |
| **Key tasks** | * Promoting the Stigma Free Lanarkshire programme through the delivery of workshops raising to raise awareness of the impact of mental health stigma and discrimination * Promote, encourage, and organise signing of the SFL pledge * Support the development of SFL action plans, implementation, and evaluation process * Develop and build relationships with SFL pledge signatories * Promote See Me programmes across designated areas * Adopt a human rights approach including supporting the implementation of a human rights framework * Assist in ensuring the contribution of lived experience in the delivery of the programme to include participation in the planning, facilitating and evaluation * Reporting on progress to Stigma Free Lanarkshire Implementation Group and Coordinator, See Me, LRN Steering Group, and other stakeholders as required and agreed * Carry out all duties in accordance with Health and Safety, Disability and Equality legislation and report to Lanarkshire Links manager any concerns or issues * Maintain effective communication and establish roles and responsibilities with partners and other stakeholders * Support the dissemination of learning from programme * Ensure effective implementation of Lanarkshire Links policies and procedures * Ensure opportunities to involve people with a lived experience are maximised * Support people with a lived experience to influence public policy and practice to ensure that the reduction and discrimination is embedded throughout |

**Person Specification**

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| Knowledge | * Experience of mental health issues whether personally, as a carer, or in a previous role * Appreciation of the benefits of partnership working and co-production * Knowledge and understanding of the issues faced by people with a lived experience and their carers and how these can be applied to inform the development of an anti-stigma and discrimination programme * Knowledge and understanding of the mental health sector environment and the Declaration of Rights |
| Core skills | * Excellent verbal, written and facilitation skills essential * Excellent communication and report writing skills essential * Ability to prioritise tasks as well as the flexibility to adapt to changing demands * Ability to work with people who may be isolated and experience communication difficulties * Ability to support learning, organising and facilitating learning events * Ability to use interpersonal skills to build and sustain relationships * Ability to identify, cope with, and resolve conflict * Ability to work as part of a team * Driving license and access to a car is desirable |
| Experience | * Experience in the field of mental health, involvement/co-production or related anti-discrimination work * Experience in supporting events * Experience in facilitating learning * Experience in developing positive relationships with people * A track record of being motivated, focused and organised |

**Stigma Free Lanarkshire Team**

Stigma Free Lanarkshire Administrator

Lanarkshire Links Membership

Management Committee

Office Bearers

Business & Development Group

Manager

Interim Public MH & WB Dev Manager

Development Manager

Development Manager (CCB&CS) North

Lan Links Administrator

SFL Programme Co-ordinator / LRN Development

MH & WB Dev Officer South

SFL Development Officers x 2

SFL Administrator

Peer Support Workers

**Lanarkshire Links Organisation Chart**