



Collaborating for Military Mental Health

Contact Group Project Manager

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| Job title: | Contact Group Project Manager |
| Reports to: | Independent Chair of Contact Group |
| Contract type: | Fixed term contract to end of December 2024 with possibility of extension |
| Location: | Home-based with occasional UK travel |
| Salary: | £44,604 - £51,042 FTE pro rata dependent on skills & experience |
| Hours: | 25 hours per week |
| Deadline: | 30 July 2023 |
| Interviews: | Sept 2023 (online) |
| Start date: | Autumn 2023 |

We have an exciting opportunity for a **part-time Project Manager** to join the [Contact Group](#), the UK collaboration for military mental health, and the [Cobseo](#) mental health cluster. Contact is seeking a motivated self-starter with the ability to work dynamically, independently and using initiative to manage and drive progress simultaneously across a range of collaborative military mental health-related projects/workstreams. The successful candidate will thrive on variety, challenge and collaborative working with different stakeholders from across the UK military mental health sector. If this sounds like you, please apply and we look forward to hearing from you!

The majority of the role will be **home-based** with occasional travel within the UK for meetings and events (IT equipment will be provided). A thorough induction and handover will be provided.

To apply, please submit a current CV and covering letter (both 2 A4 pages max), outlining how your skills and experience meet the job description, to: anna.owen@contactarmedforces.org.uk by 30 July. For any queries, or to arrange an informal chat about the role, please contact: anna.owen@contactarmedforces.co.uk. For more information about Contact and current projects/workstreams, please see the [website](#) including the [What we do](#) page.

Job description

Purpose To lead, manage and drive progress on a range of priority projects identified by Contact Group members and partners to help facilitate and deepen collaboration between key stakeholders within the UK military mental health sector for the benefit of the UK Armed Forces community (serving personnel, veterans and their families). In addition, to manage internal and external communications (including online) and the administration of the Contact Group overall.

- Main Responsibilities**
- Under the strategic direction of the Contact Independent Chair, contribute to the delivery of Contact's identified priorities as agreed by members, drawing on knowledge of the UK Armed Forces community and the military mental health sector
 - Simultaneously manage, contribute to, lead (some) and ultimately facilitate the delivery of a number of different, complementary military mental health-related projects, working with Contact members and stakeholders (including quality and accreditation, data dashboard, research, associates, communications, and others)
 - Identify and recommend (where appropriate) new potential initiatives or workstreams to enhance, complement or further evolve existing projects or priorities

- Liaise regularly with the Contact Independent Chair on progress or issues relating to projects, priorities or other strategic matters. The Project Manager has considerable autonomy, and will need to exercise judgement when referring to the Chair (which is a part-time voluntary role)
- Manage Contact's externally funded projects and grants, including applying/re-applying for funds from various sources, monitoring budgets and expenditure, and compiling funder and other stakeholder reports
- Provide updates and advice/guidance when needed to members, associates, partners and stakeholders, based on a broad understanding of Contact workstreams and priorities and the wider sector context
- Draft regular and detailed reports for stakeholders summarising project and workstream progress, including for funders of specific grants/projects
- Collate and draft occasional collaborative responses to policy issues or other areas where a group response is needed, e.g. Government and other consultations
- Organise and administer internal and external meetings and occasional events such as conferences or workshops (both online and in-person)
- Oversee and administer the work of smaller sub-groups within Contact, including the membership panel, research sub-group, data working group, and others
- Manage all internal and external communications with Contact members, associate members, partners and other stakeholders within and beyond the sector, including managing and maintaining the Contact website, Twitter account and email updates
- Overall responsibility for the functional administration of the Contact Group
- Any other identified responsibilities or tasks necessary to the role

Knowledge, Skills and Experience

Essential

- Ability to work autonomously and using initiative, whilst being responsive to strategic direction
- Experience of managing and/or coordinating multiple projects or workstreams involving a number of partners/stakeholders or on behalf of a group of organisations
- Experience of communicating complex information, both verbally and in writing, with ability to tailor to a range of audiences and stakeholders
- Experience of managing communications (including online) and administration (including for meetings and events), preferably for multiple partners/stakeholders or a group of organisations

Desirable

- Understanding or experience of the UK Armed Forces community (serving personnel, veterans and their families)
- Understanding or experience of statutory and charitable mental health services and support available to the UK Armed Forces community
- Knowledge of current issues affecting the UK Armed Forces community, including mental health
- Knowledge or experience of securing funds from sources relevant to the UK Armed Forces Community, including trusts

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