



Hearts&Minds

Job Description

Partnership Coordinator Role





Smile Group



JOB VACANCY

The Hearts & Minds Partnership

[The Hearts and Minds Partnership](#) connects, supports and celebrates grassroots perinatal mental health support services across England. The partnership is led by two registered perinatal mental health charities: [Smile Group](#) (based in the North West) and [Acacia Family Support](#) (based in the Midlands).

The successful applicant for this role will be employed by Smile Group.

Hours & Pay

30 hours per week over 4 x days (preferably Mon – Thurs).

The pay is £26 - 28k pro-rata dependant on experience, plus pension.

Holiday entitlement in line with policy and pro-rata.

Contract from Jan 2025 until June 2026 (funded by National Lottery Community Fund).

Location

This is a remote / home-based role. There may be occasional travel to the host charity offices and other locations across the country as and when required.

Context

Perinatal mental health issues affect at least 1 in 5 mothers and 1 in 10 fathers or partners ([Maternal Mental Health Alliance](#)), however, there is a clear lack of consistent support identified at a community level for those presenting with mild to moderate symptoms across England.

The Hearts and Minds Partnership is an exciting England-wide collaboration funded by the National Lottery Community Fund. The partnership is led by two registered perinatal mental health charities: [Smile Group](#) (based in the North West) and [Acacia Family Support](#) (based in the Midlands).

Through the Hearts & Minds Partnership programme, these two charities work together with a shared vision of connecting and developing VCSE perinatal mental health support services across England.

The Hearts & Minds Partnership mission is to . . .

‘Improve the scope, scale and quality of user-led, local support services for families across England affected by mild-moderate perinatal mental health services.’

We have 5 key objectives: . . .

1. The development of a coherent, connected partnership of perinatal mental health VCSE groups and charities across England, with capacity for greater engagement, learning and sharing best practice
2. Families across England affected by perinatal mental health issues have better access to local, user-led, inclusive perinatal mental health support services, operating below the threshold for specialist NHS services
3. Emerging and established individuals and community groups are better able to set up quality assured, cost effective and safe perinatal mental health support services
4. The development of a live, updated directory / map of trusted, accessible and representative perinatal mental health VCSE services –a ‘go to’ guide for families in local communities across England who are actively seeking support.
5. The partnership becomes an established conduit for effective communication and collaboration between strategic bodies and the perinatal mental health VCSE sector

Main purpose of the role

To support the Partnership Managers in the coordination and delivery of the partnership programme. To work collectively to help deliver an equitable, accessible and inclusive support system for the grassroots perinatal mental health sector.

The role of the Partnership Coordinator

The Hearts & Minds Partnership continues to build on the foundations of the first phase of work (2020 – 2023) and is now in its second phase (2023 – 2026).

The Partnership Coordinator role operates alongside the 2 x Partnership Managers (already in post) who are ultimately responsible for ensuring delivery of the strategic aims and objectives of the Hearts and Minds Partnership. They will provide support and guidance to the Partnership Coordinator.

A whole-team approach will support the development, training and growth of local perinatal mental health charities, groups, and individuals across England. Together they will continue the development of a national programme of work which includes:

- Mapping grassroots perinatal support organisations in the form of an England-wide [online digital interactive map](#)
- Running '[Trusted Spaces](#)' events for the PMH grassroots community both online and face-to-face
- Sustaining and developing the evolution of '[Smart Space](#)', the Hearts & Minds Partnership's online, interactive training programme designed for both emerging and established PMH VCSE organisations
- Nurturing and developing outreach links with leaders and workers within the grassroots PMH community to help build and strengthen a collaborative voice for the sector
- Placing Equity, Diversity and Inclusion at the core of the Partnership's programme of work and ultimately support VCSEs to reach and understand the individual communities they are serving

This is a fantastic opportunity for someone who is passionate about equitable perinatal mental health support and is also an exceptional project coordinator and self-starter.

Specific activities within the role

- Supporting the coordination of internal and external H&M communication channels e.g. email, Slack, social media and newsletters
- Becoming familiar with sector-relevant awareness days / weeks and supporting the team to deliver enhanced programme delivery around these times
- Occasionally attending regional and national perinatal mental health alliances, forums and key partnerships to raise awareness of the gaps in services and campaign for investment / resources into the sector
- Embracing a positive approach to Equity, Diversity & Inclusion across all communications
- Initiating and maintaining meaningful outreach work with individual PMH VCSEs across the country
- Coordinating applications from VCSEs for [map onboarding](#) and entering / monitoring new map additions
- Creating an environment of trust and collaboration so that PMH VCSE organisations see themselves as part of the Hearts and Minds Partnership itself
- Maintaining and refreshing H&M website content as necessary
- Adding and managing new blog posts to the [H&M blog](#) as a result of the ongoing outreach work
- Supporting the coordination and delivery of online and in-person learning and networking events, including our National Meet-up (Birmingham) in May 2025
- Supporting the smooth and efficient running of H&M events in general
- Coordinating the background admin of [Smart Space](#) using our online learning platform
- Supporting the development of modules for Smart Space
- Attending weekly H&M team meetings and noting / sharing specific, team-wide actions
- Supporting and contributing to the overall project evaluation, including gathering and monitoring quantitative and qualitative data
- Ensuring all work complies with data protection policies and legal requirements including GDPR and Safeguarding of Smile Group and the Hearts and Minds Partnership
- Attendance at meetings, events and training requirements as per the working terms and conditions of Smile Group as well as uphold and adhere to their ethos, values and working practices
- Supporting the 2 x Partnership Managers to develop and achieve the project outcomes, within the reasonable boundaries of the role

Strengths & capabilities

- A strong track record of working effectively in a team and also be able to work independently to agreed deadlines
- An agile thinker who can identify opportunities and new ways of working
- An adept communicator who can deliver great outreach goals
- Able to inspire confidence and be an experienced project coordinator and self-starter
- Passionate about supporting and understanding the needs of families affected by perinatal mental health issues and may have your own lived experience (not essential)
- Confident in supporting the organisation and administration of events and activities with others
- A confident networker, pragmatic and able to align activities to mutual benefit
- Able to work well under pressure and be able to cope with the dynamic environment of a small charity
- Happy to occasionally travel to nationwide locations but use digital communication for remote working the majority of the time
- Outgoing and enthusiastic and a confident networker and connector

Specific insight

- User-led in your work, keeping individual groups and the broader VCSE community's best interests at the heart of decision-making
- Consistent in adhering to systems of monitoring and evaluating activities
- Empathetic and intuitive, given the sensitivity and vulnerability of families affected by perinatal mental health challenges

Skills & experience

- Significant experience of project administration and coordination
- Experience of working / volunteering – or an active interest – in the sector
- Skilled at developing meaningful outreach relationships
- Confident with Microsoft Office, Outlook, Zoom and Teams
- Experience of using various software platforms and be a quick learner in IT
- Confidence in co-facilitating and co-presenting with the ability to capture imaginations and be impactful
- Ability to organise and track project data and using this to plan, monitor and react
- Experience of creating engaging communications and content for a variety of audiences and channels
- A great team-player, inspiring people to take action, helping plan and steer activities



Smile Group



The role of Partnership Coordinator embraces an overall ethos that reflects H&M's core values as outlined in our [Tone of Voice guidelines](#) and [Spirit of the Partnership](#)

We encourage applications from individuals of diverse backgrounds, including but not limited to minority groups, as we strive to create an inclusive and equitable workplace.

Managed by

This role will be managed day-to-day by our Partnership Managers, with ultimate line management from Smile Group's Operations Director.

Application procedure

Please follow this link to access the application form for the role of Partnership Coordinator:
<https://forms.gle/PtWEbrmbTz3Axt8d7>

Deadline for applications is 4pm on 18th November 2024.

Interview dates: Tues 3rd / Weds 4th December 2024.



This role is funded by the National Lottery Community Fund until June 2026.