Welcome to the McPin Foundation

Thank you for your interest in our organisation and our Senior Public Involvement in Research officer position.

About us

The McPin Foundation exists to transform mental health research by placing people affected by mental health problems at its centre. Each of our employees is vital to us in delivering our mission, which is to champion experts by experience in research so that people's mental health is improved in communities everywhere.

Our Vision
A world where the value of expertise based upon experience is recognised and is at the heart of all stages of mental health research

Our Core Values
We passionately believe that involving people directly affected by mental health problems improves research

We are driven to produce work of the highest quality

We are inclusive and listen to all opinions and perspectives

We collaborate with others to deliver our mission

We care about the wellbeing of everyone connected with us

The post holder will join a busy team at the McPin Foundation, consisting of a team of researchers and research communicators working on a range of studies, a Public Involvement in Research team and a small Operations team, all based in our offices in London. We also have a wider network of freelance and contracted researchers who work with us on specific projects around the country.

You can find out more about us at www.mcpin.org.

Job Description	
Job Title: Senior Public Involvement in Research Officer	**Prepared by**: Thomas Kabir, Head of Public Involvement in Research
Location: Head office/working remotely Head office 7-14 Great Dover Street, London, SE1 4YR	**Closing Date:** Monday 19th July 2021, 9.00 am **Interview Date:** W/C Monday 26th July 2021

Terms and conditions

Hours: 37.5 hours per week

Salary FTE: £31,925 per annum FTE

Holidays FTE: 25 days plus 8 public holidays and 3 additional days at Christmas
Employment status: Fixed Term for 2 Years
Probationary period: 6 months
Notice period: 8 weeks
Reporting to the Head of Public Involvement in Research

The post holder will be required to have enhanced DBS check

About the job

The team supports public involvement in a wide range of mental health research studies. These studies are very varied in nature.

Most of our work is conducted in partnership with universities, charities, public sector organisations and NHS and social care professionals. We work with a range of major funders of research including the NIHR, MRC, UKRI, and the Wellcome Trust. The McPin Foundation has recently established an entire programme of young people's work through our Right People Right Questions Priority Setting Partnership.

This job involves coordinating public involvement specific research studies and initiatives that are undertaken or supported by the McPin Foundation. The postholder will support a variety of studies focusing on adult and young people's mental health. A significant part of the role will be to coordinate public involvement in the NIHR funded TYPPEX study: https://fundingawards.nihr.ac.uk/award/RP-PG-0616-20003.

This role will involve supporting and working alongside others who use expertise from experience of mental health problems in their work, particularly within group we run called Lived Experience Advisory Panels and Young Peoples Advisory Groups. If relevant the candidate may wish to draw on personal experiences of managing mental health problems within the post.

We support individual research teams to integrate expertise from experience in research, and provide support, training and consultancy to the wider mental health sector.

This post would suit someone with a genuine passion for supporting the public to be actively involved in research. The post-holder would have prior experience of working within public involvement in any area of health research.

This post will involve a mix of working remotely and in our head office – 7-14 Great Dover Street, London SE1 4YR. The postholder will ideally need to be based within London or the surrounding regions. Some weekend and evening working will be required. During busy times this can be around four times a month – but it is usually less. Occasional travelling in the UK may also be required.

Benefits of working at McPin include: NEST Pension scheme with 6% employer contribution, Wellbeing support and mentoring scheme, Employee Assistance Programme with Health Assured.

Key Responsibilities

- Develop Patient and Public Involvement (PPI) at the McPin Foundation, by writing about our approaches, looking at new ways to deliver public advisory work, and supporting stakeholders to become involved with the charity. This will include contributing to the development of new research proposals and study designs with external partners.
- Be responsible for setting up and coordinating PPI in new funded studies, as well as supporting other existing PPI research groups, working with other team members as required. Delivering according to agreed research protocols, on time and within budget. Looking to develop innovative ways of delivering PPI, assess its impact, and produce resources that disseminates best practice.
- To coordinate and support public involvement in the NIHR funded TYPPEX study. This is a study that aims to develop Improving Access to Psychological Therapies (IAPT) for people with psychotic experiences.
- To coordinate and support public involvement in the Virtual Reality for Psychosis study. This is a study led by Oxford University that uses a virtual reality approach to help young people with psychosis.
- Helping to support and deliver our expanding programme of research into young people's mental health. This will involve being project managed by the McPin Public Involvement in Research Manager (the lead on our young person's work) and others as appropriate. This will involve supporting and facilitating our Young People's Advisory Group (YPAG).
- Supporting the Young People's Involvement team to respond to involvement requests from researchers e.g shaping funding proposals, drafting adverts for the Young People's mailing list and updating our opportunities webpage.
- Engage effectively with a range of communication tools, including Twitter, Mailchimp, Instagram, slack, basecamp, and our website. Write short articles and blogs for our website, involvement bulletin and individual research studies as required involving experts by experience in the process.
- To support online and in-person meetings. This will include chairing meetings, taking minutes, being the McPin main point of contact, and producing meeting papers as needed.
- Coordinate the McPin peer review panel – a group of people who review proposals and

provide feedback to academic teams.

This will include tasks such as allocating work, team building, planning training and promoting the work of the group, as well as recruiting new members.

- Represent the McPin Foundation and speak at online and in-person events, seminars and meetings promoting the aims and work of the organisation in line with McPin Foundation mission, vision and values.
- Work with university academic teams and others to provide advice on how to design and implement best practice PPI in research studies, including reviewing study documents such as protocols, information sheets, and consent forms as needed, particularly prior to grant or ethics submission.
- Take personal responsibility for own development by taking an active role in learning opportunities and be able to identify own learning needs.
- Attend and contribute to team meetings and other organisational activities. Contribute to a critical learning environment within the team, sharing your skills with colleagues as required and developing new ways of working.
- Comply with regulations including the Data Protection Act, as well as the McPin Foundation's policies and research governance framework, and show a commitment to personal development in order to deliver high quality work
- Undertake other duties appropriate to the grade of post as allocated by your Line Manager as part of working in a small team to deliver the McPin Foundation mission, vision and goals
- Travel across the UK as required. This may include occasional overnight stays and working on evenings and weekends

The key responsibilities above give a broad outline of the functions of the post. However, these must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of post as allocated by your Line Manager. The outline of responsibilities may change from time to time.

Competencies

A post holder who is meeting the requirements of this role will demonstrate the following competencies in their work:

Quality

You work to SMART* goals and clearly defined quality standards, you encourage others to do the same and explain why these things matter. You prioritise and organise your own work and project work effectively. You take responsibility and evaluate the quality of your own work and identify any concerns about quality with managers to manage risks in projects. You offer constructive feedback to colleagues. You suggest way in which policies, procedures and quality standards can be improved.

*SMART goal is defined as one that is specific, measurable, achievable, results-focused, and time- bound

Involving

You improve the impact of our work through the inclusion of expertise from experience, including mental health experiences, and will draw on your own lived experience if appropriate. You seek out opportunities to involve a variety of stakeholders in our work, mindful of our commitment to diversity. You work with others to improve the experience of people who support our project work and those who take part.

Inclusivity

You take into account all opinions and perspectives to improve your work. You treat others with respect even when they express views that differ to your own. You challenge bias, prejudice and intolerance and bring it to the attention of a manager. You are conscious of the impact of your own behaviours on others. You are open to giving and receiving constructive feedback and thanking colleagues for their contributions. You act in accordance with our equality and diversity policy.

Collaboration

You collaborate with others to deliver our mission. You offer suggestions and ideas that benefit the team and improve team working. You ensure that your own behaviours towards others contribute to the creation of a climate of trust. You support everyone to work together to achieve McPin's mission. You recognise and resolve tensions and disagreements with colleagues, you seek a positive solution and when appropriate take advice from your manager. You look for development and learning opportunities to support becoming a more effective team member.

Caring

You care for the wellbeing of everyone connected with us. You take responsibility for noticing and supporting workplace wellbeing for those who engaged in project work. You seek positive solutions when concerned about the wellbeing of others, or bring to the attention of the appropriate manager when appropriate.

Leading

You lead projects with some support and can demonstrate effective leadership behaviours consistent with the values of McPin. You devise new ways of working, as needed, which you then put into practice within your project teams. You are able to lead project teams within McPin and to assume a leadership role in projects that may involve external staff or stakeholders. This involves taking responsibility for strategic decisions within projects with support from other members of McPin staff.

Person Specification

E= Essential   D = Desirable

Knowledge
- Good understanding of mental health, the impact of mental health problems on people's lives, and the system and services operating to support people with mental health problems (E), including the needs of young people (D)
- Must have a good understanding of health research (E)
- Must have a good understanding of public and patient involvement (PPI)/or public engagement in research (E) and peer-led research (D)
- Knowledge of research methodologies both qualitative and quantitative approaches would be an advantage (D)
- Understanding of intersectionality and a commitment to inclusivity and equity (E)

Skills

- Confident working in teams with excellent inter-personal skills. This include being able to help people with health problems to have an active role in health research (E)

- Able to sensitively support and recognise need for support in others, taking into account principles of equity, inclusion and diversity (E) and able to adapt approach according to different needs (D)
- Adept communicator – both oral and written - using well developed skills including presentation abilities and writing for a variety of audiences, including academics, third sector organisations, policymakers, professionals and the public (E)
- Have experience in chairing meetings (D)
- Highly organised and efficient, with the ability to manage competing priorities and multiple projects, and work to deadlines. Be proactive and able to work with minimal supervision at times (E)
- Excellent computer skills, particularly in using Microsoft Office software – Word, Power Point, Excel, Outlook (E) A working knowledge of Mailchimp, WordPress and other social media platforms is desirable but not essential (D)

Experience

- Experience of working with a research team in any area of health delivering PPI/or public engagement relevant work (E)
- Experience of setting up and facilitating groups (E)
- Experience of building constructive working relationships with others, including senior managers, academics and other researchers, and PPI group members (E)
- Experience of working with people with mental health problems and families / carers, preferably in a research setting (E) including young people (D)
- Have written documents regarding research aimed at a lay audience (E)
- Personal experience of mental health issues and other relevant experiences, and ability to draw on 'expertise from experience' in a role (D).

Qualifications

- Appropriate level of education and qualifications in order to demonstrate clear ability in skills, knowledge and competency for this post (E).