

# Candidate Information Pack: Project Development Manager (MHC)



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**Application for employment  
with Keighley Healthy Living -  
Project Development Manager**



**Keighley Healthy Living**  
13 Scott Street, Keighley, BD21 2JH

# About KHL

KHL is a charity that provides inclusive opportunities to improve the physical and mental health and wellbeing of people living in our local community. We are proud to be rooted in the heart of Keighley, West Yorkshire and our centre offers a friendly, welcoming and accessible space for personal growth and building connections.

We deliver a wide range of projects across Keighley and the wider Bradford district, shaped by local health and social priorities. Our weekly timetable provides over 40 groups and classes, alongside personalised health and wellbeing coaching, one-to-one support, and signposting to local services.

We use local health data to create and deliver initiatives to meet the needs of the local community and to work towards achieving sustained change. We listen and understand the challenges our communities face, and build on their strengths to create meaningful impact.

Alongside our day-to-day delivery of activities, we work in partnership with a variety of other organisations, including local authorities, GP practices, NHS services and charities.

## We aim to...



Improve physical and mental health and wellbeing



Reduce social isolation and loneliness



Facilitate a strong integrated community



Address health inequalities by working collaboratively



Support and advocate for an integrated health system

# Our vision

**Building healthier and stronger communities together.**

# Our values

**KHL are understanding**

**We care about those around us and can empathise.**

**KHL are flexible**

**We adapt to those around us to make an impact on people's lives.**

**KHL think creatively**

**We innovate and progress with originality.**

**KHL work with others**

**We collaborate to create networks and broaden opportunities for all.**

**KHL put people first**

**People and the community make up the heart of KHL. We are open and accessible to all.**



## **Job Title: Project Development Manager (MHC)**

<b>Hours of work:</b>	28 hours per week Monday to Friday - working pattern to be agreed. Occasional weekends and evenings.
<b>Salary:</b>	£35,000- £38,000 (pro rata)
<b>Responsible to:</b>	Melanie Hey, CEO
<b>Responsible for:</b>	Mental Health Connect Health Coaches, MAST facilitator and any other relevant staff
<b>Holiday entitlement:</b>	36 days per annum pro-rata including 8 bank holidays
<b>Location:</b>	13 Scott Street, Keighley, BD21 2JH
<b>Term:</b>	Fixed Term Contract 31st March 2027 (likely to be extended subject to future funding)

## Job Purpose

To lead KHL's Mental Health Project and other health-related projects, ensuring they are well managed, promoted, delivered effectively and achieve their aims. The post holder will build strong partnerships, oversee monitoring and evaluation, identify opportunities for improvement and future development, work closely with the CEO to support delivery across KHL, and act as a safeguarding lead.

## Primary Duties & Areas of Responsibility

- To lead the delivery, coordination and development of KHL's Mental Health Connect Project, MAST and other health-related projects.
- To line manage the Mental Health Connect coaches, MAST facilitator and any other relevant staff, sessional workers and volunteers.
- To work professionally with key partners, and other organisations, to develop and maintain strong partnerships and referral pathways, promoting the benefits of joint working practices and overseeing Service Level Agreements for relevant partners.
- To play an active role in identifying and securing additional funding for mental health activities to support this work
- To represent KHL and the MH Connect Project on relevant mental health boards and at meetings.
- To develop robust monitoring tools to ensure data collections, systems, outcomes, impact and learning can be collated, reported and shared.
- You'll work confidently across a range of digital platforms, including MyMUP, to manage information, streamline processes, and support the smooth delivery of our services
- To work proactively to ensure that KHL's ways of working and Mental Health Projects are accessible and that diversity and inclusion practices are considered and implemented throughout.
- To co-ordinate associated projects such as Healthy Working Lives, MAST and other work that links to mental health transformation.
- To proactively keep abreast of new developments that may influence the future strategic direction of the charity.
- To work in conjunction with the CEO and management team to adjust, develop and ensure delivery of all functions of KHL
- To act as a safeguarding lead and follow KHL's policies and procedures, including Safeguarding, Data Protection, Confidentiality, Equal Opportunities, Health and Safety and Environmental policies, in all aspects of the role.

## Systems Connection

- To connect statutory and voluntary provision across Airedale and Wharfedale through attendance of relevant meetings and groups whose workstreams could be aligned to the provision offered by the Mental Health Connect Project, in a structured way at a system level.
- To gather and share information to increase the ability of systems to connect to support people living with Mental Health issues.
- To support the development of and changes to mental health service systems that make navigating them easier for people and organisations.
- To ensure systems are connected and clearly communicated in a way that supports easy access and use.
- To make recommendations to strengthen the system where barriers/gaps are identified.

## Project Management

- To manage the Mental Health Connect Project and other health-related projects, including MAST, ensuring milestones are met and reports are submitted as required.
- To communicate with funders, key partners and attend relevant steering groups as needed.
- To ensure all projects are delivered in line with national guidance and local need.
- To manage all Mental Health Connect contracts, ensuring all requirements and monitoring are met and manage any partnership issues that may arise.

## Monitoring, Evaluation and Funding

- To complete and oversee the monitoring process for the Mental Health Connect Project and MAST.
- To develop and implement evaluation processes for each project to measure impact and effectiveness.
- To bring co-design practices into our evaluation methods, to be inventive and current in identifying accessible ways of demonstrating impact for the individual and groups we work with and work with the Communications and Marketing Manager to demonstrate the impact of the Mental Health Connect Project to professionals and the public.
- To identify, input and support funding applications.

## Partnerships

- To work with commissioners, funders and key organisations to ensure project requirements are met and to build strong relationships for future funding/development.
- To chair the Mental Health Connect project steering group and attend wider mental health transformation partnership meetings.
- To build and maintain partnerships both locally and district wide.
- To be proactive in developing relationships and partnerships that meet KHL's strategies and work to be inclusive and embrace the diversity of our community.

## Line Management

- To line manage KHL staff and freelance workers linked to the Mental Health Project, MAST and other health-related projects, as well as other relevant staff, freelancers and volunteers.
- To meet with KHL staff at staff meetings, 1:1's, staff appraisals and Project Planning Meetings.
- To work with the CEO to:
  - Ensure staff policies and procedures are up to date and adhered to
  - Manage volunteers, students, sessional staff and apprentices
  - Support recruitment of new employees/sessional staff
  - Support website and communication materials
  - Meet staff and leadership team regularly to ensure all systems are co-ordinated and joined up to work efficiently.

## Personal Development

- Actively participate in supervision and training.
- Actively participate in team meetings and partner meetings as required.
- Undertake a range of mandatory and role-specific training to enhance your continued personal development.

## Additional

- Travel across Airedale and Wharfedale.
- To promote the positive and professional ethos of KHL both internally and externally.
- Attend staff meetings, 1:1 meetings and other meetings at the request of the managers.
- Continually strive to improve service quality and bring added value to projects.
- Work as part of a team and develop positive relationships with colleagues.
- To generate and share ideas to develop and improve projects and administrative systems.
- To occasionally work unsocial hours, evening and weekends.
- Support and train volunteers and student placements.
- Carry out any additional duties as required or appropriate to the post and grade.



This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the organisation. KHL expect all staff to have a can-do attitude/employ a hands-on approach in terms of the centre and its projects, which from time to time may mean stepping in to help wherever help is needed. You will be asked about your ability to do this at interview.

# Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or above (or equivalent)</li> <li>• Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Project or Programme Management qualification</li> <li>• Relevant professional qualification.</li> <li>• Coaching qualification</li> </ul>	Application Form
Specialist Knowledge/ Experience	<ul style="list-style-type: none"> <li>• Leadership and developmental management in an organisation.</li> <li>• Three years' experience in or with a voluntary sector organisation or health care setting.</li> <li>• Experience of project management and delivery of contracts</li> <li>• Experience of delivering health and wellbeing projects or similar</li> <li>• Experience of impact and outcome measurements</li> <li>• Experience of working in partnerships</li> <li>• Experience of ensuring safety and quality management.</li> <li>• Confident managing, storing and utilising data (e.g. participant data, event feedback data, etc.)</li> <li>• Experience of staff management and following HR guidance</li> <li>• Ability to demonstrate an understanding of and implementation of Equal Opportunities policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of coaching/counselling techniques</li> <li>• Systems development and change management</li> <li>• Can evidence delivery of projects to time, cost and quality</li> <li>• Successful bid writing and/or fundraising skills.</li> <li>• Experience of managing a Mental Health Project</li> </ul>	Application Form/ Interview

# Ideal Candidate

Attribute	Essential Criteria	Desirable Criteria	How Identified
Practical & Intellectual Skills	<ul style="list-style-type: none"> <li>• Experience building and managing relationships with external partners, and with people at different levels of an organisation</li> <li>• Team player able to promote collaborative, inclusive working.</li> <li>• Ability to work within an experienced team demonstrating agility and autonomy</li> <li>• Excellent communication and presentation skills.</li> <li>• Able to analyse, interpret, report on and use complex data.</li> <li>• Able to take the initiative, be creative, proactive and flexible in a range of situations.</li> <li>• Personal resilience and an ability to recognise own support needs</li> </ul>	<ul style="list-style-type: none"> <li>• Able to scrutinise financial information with understanding.</li> <li>• Extensive people management skills, including in challenging situations.</li> <li>• Comfortable presenting to external boards/partners</li> </ul>	Application Form/Interview
Disposition, Attitude, Judgement	<ul style="list-style-type: none"> <li>• An inclusive approach which welcomes and relates to people from many different backgrounds.</li> <li>• Positive attitude towards those with health and wellbeing needs and those in crisis and the ability to respect and value people.</li> <li>• Ability to work effectively and make good use of time and resources.</li> <li>• Resilient and able to cope with pressure to meet deadlines.</li> <li>• A forward thinker</li> </ul>		Application Form/Interview
Other	<ul style="list-style-type: none"> <li>• Willingness to undertake a basic Disclosure and Barring Service (DBS) check</li> <li>• Ability to travel around the area in accordance with work requirements</li> <li>• Flexible approach to working hours (including occasional evenings and weekends)</li> <li>• Must be eligible to work in the UK</li> </ul>		

## Additional information

### **Rehabilitation of Offenders Act 1994 (Exceptions)**

#### **Order 1995:**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by (HALE). Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

### **Health & Safety:**

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to yourself and others. The post holder will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Board of Trustees on issues affecting health and safety.

### **Equal Opportunities:**

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

### **Confidentiality:**

Ensure that information relating to participants remains confidential in line with KHL’s Confidentiality Policy.

### **Environmental Responsibility:**

All post holders are required to carry out their duties in line with the Environmental Policy of KHL

### **Safeguarding:**

To report any safeguarding issues to a KHL Manager as soon as is possible and in line with the KHL Safeguarding Adults Policy and the KHL Child Protection and Safeguarding Children’s Policy. To complete or provide a DBS check (Disclosure and Barring Service), formally called CRB in-line with the DBS regulation.

# How to apply...

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