



Dear Candidate

Thank you for considering working with Tameside, Oldham and Glossop Mind.

We are passionate about our values, so we want to provide relevant information to help you decide whether our organisation is right for you and to enable you to complete a great application.

TOG Mind is passionate about mental health and believes that:

- mental health is as important as physical health, and applies to everyone;
- people are experts on themselves and our role is to work holistically to help people to help themselves;
- as a charity TOG Mind occupies a special place in the landscape of mental health services. We can innovate, adapt and serve our communities in ways that others cannot;
- our appetite for continuous development and improvement enables us to effect positive change

TOG Mind values:

Relationships: we listen and ask questions to understand others and to build trust. People matter to us both inside and outside our organisation

Potential: we encourage personal responsibility for development by discovering and realising the abilities and energies of people

Aspiration: we support one another, clients and communities to achieve better mental health

Learning: we seek insight and grow from experience finding new or better ways to contribute to the field of mental health

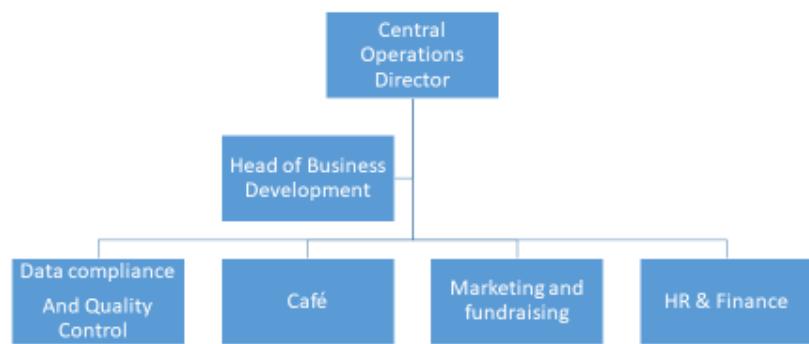
Our values were established through consultation and collaboration with our Trustees, staff and volunteers. They are embedded in everything we do; from recruitment to service delivery to our influencing work towards better mental health for all.

You may notice we also have a set of values as part of our 2017 Strategic Plan (enclosed within the application pack). We are currently reviewing this plan and intend to bring both sets of values together.

Tameside Oldham and Glossop Mind is an independent charity which is part of a federated model with National Mind and 128 other local Minds across the country. It is delivered for local people by local people. It currently consists of a board of trustees, 80 paid members of staff and over a hundred volunteers. It has three directorates:



The Central operations directorate oversees a number of functions including the business development department. The HR and Finance functions are overseen by a Senior Manager and both benefit from support of specialised consultants. The Head of Business Development is a new role to the organisation and supersedes a previous senior manager role overseeing the training business side of things. The new role is too initially see the successful implementation of the Connect Five project but to organically morph into a more sustainable business development role. It will involve the line management of at least one Senior Manager from the outset with a view to more coming under this department once the connect five implementation is well under way.



Connect five implementation and management

The model comprises four key elements:

- Engagement & involvement
- Learning Hub development
- Training delivery
- Quality assurance

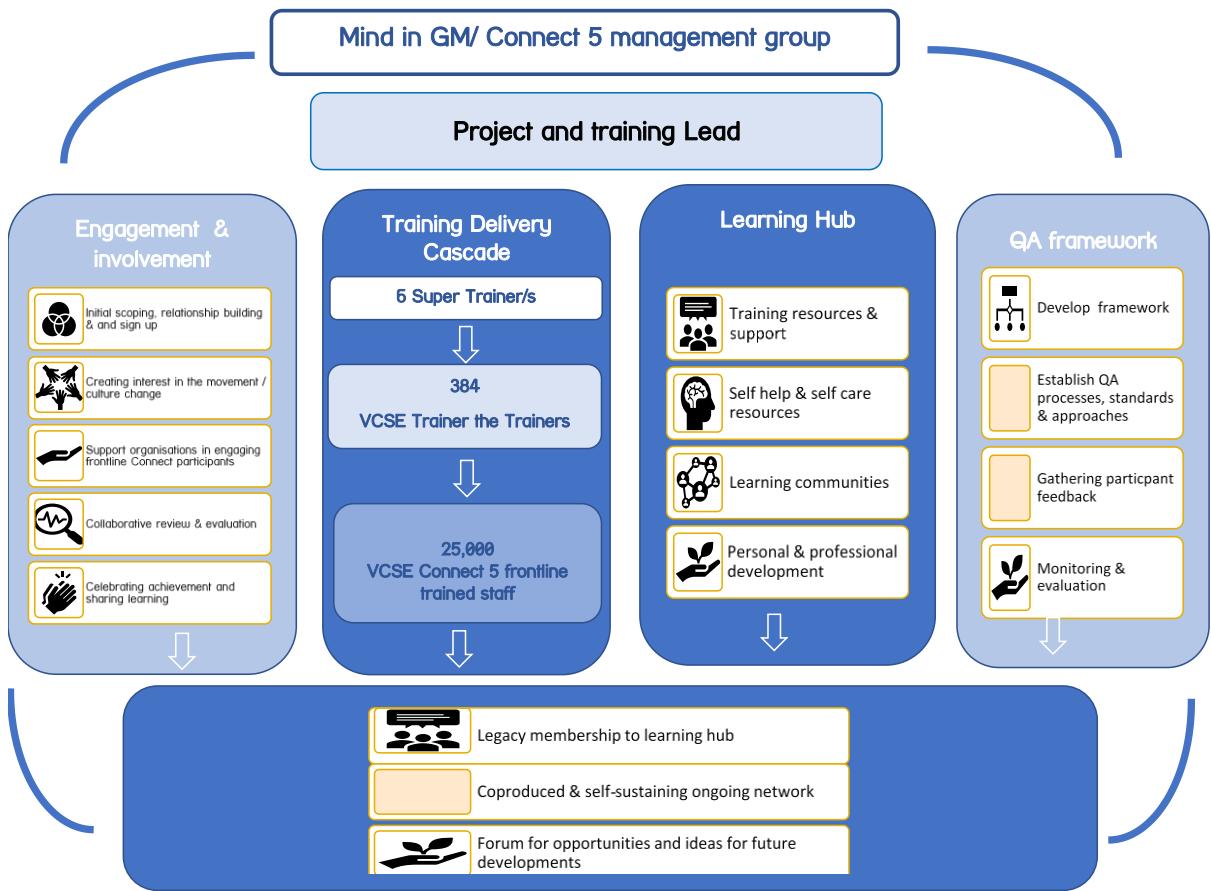
All four elements then contribute to the project legacy, and springboard for future developments.

Delivery Principles:

We will take a Collaborative approach, both between GM Minds and through creating a project coproduction team (Connect 5 leads, super trainers, trainers, participant organisations, previous connect 5 participants, interested individuals) at project outset.

We will place our emphasis on legacy and reach – ensuring we are continually checking progress against the sustainability of project outcomes and ambitions. We will work to create a community resource and vehicle for ongoing engagement and learning.

We will maximise and build on the assets and resources of partner organisations, separately and together. Mind in GM brings added value in terms of accessing National Mind resources and expertise. In particular, the Mind network has longstanding experience of developing resources and networks to support mental health (the TOG Mind-developed Active Monitoring programme, now adopted by National Mind; Elefriends online peer support forum; Quick tips self-help resources)



Project Delivery element	Congruence with programme ambition
Engagement of VCSE organisations and coproduction stakeholders	
Creation of engagement plan with Connect 5 Leads <p>We will work with the Connect 5 GM Lead and Connect 5 North Hub to ensure that the engagement plan reflects locality needs and profiles, makes synergies with wider work developing in the North where appropriate.</p>	<ul style="list-style-type: none"> - Priority criteria & rationale set (ie place-based & community of interest priorities identified) - Priority organisations identified for first cohort
Coordination of coproduction processes & events	<ul style="list-style-type: none"> - Engagement at community and individual level in culture change

We will identify potential involvement/coproduction opportunities (in project management, design, delivery and evaluation) and develop framework for implementation	- Embedding of asset-based approach in development of the project and the model
Identification & liaison with local lead / commissioners	<ul style="list-style-type: none"> - Strategic links made with commissioners and providers of clinical mental health services in order to integrate a complementary approach - Grounding of provision in locality plans - Opportunities for multi-disciplinary working identified
Direct contact with priority organisations Our initial focus will be on those organisations with clearly aligned remit and immediate interest, aligned with priorities identified in the engagement plan. Evidence and publicity gleaned from the first cohort will create a momentum to support further involvement.	<ul style="list-style-type: none"> - Sign up to the programme by key organisations - Early recruitment to first phase cohort/s to drive the rollout of the cascade at pace
Open promotion of programme within GM networks We will promote through an open call for expressions of interest through Mind in GM networks and membership, Big Life networks and through GMVCO and local VCSE infrastructure organisations. We will use a variety of promotional and engagement methods including physical and virtual newsletters, website & social media promotion (across all lead partner platforms), attendance at events, meetings and forums.	<ul style="list-style-type: none"> - Broad reach of engagement - Sign up to TTT from interested organisations - Recruitment of 2nd stage cohort/s - Raised awareness of project for later cascade (contribute to 'the movement')

Proactive follow up/engagement of wider VCSE organisations if necessary	<ul style="list-style-type: none"> - Sign up of remaining organisations - Interest identified in next level of cascade (Connect 5 training)
Follow up re-/engagement with participating organisations (as identified by Big Life through the Learning Hub)	<ul style="list-style-type: none"> - Continued active engagement by participant organisations - Reduced attrition of Train the Trainers & organisations - Sustainability of cascade strengthened
Engagement of wider community and promotion of the programme In addition to channels detailed above, we will promote the Connect 5 programme and its ambitions through our existing relationships with local and community radio stations (for example TOG Mind's regular feature on Revolution Radio 96.2)	<ul style="list-style-type: none"> - Catalyst to the spread of confidence in engaging in mental health conversations - Modelling mental health conversations to a wider public - Using community assets to reach a diverse audience
Training Delivery	
6 Super Trainers attend training course	<ul style="list-style-type: none"> - Super Trainer capacity across GM footprint - Increased capacity & skills of lead organisations
Delivery of 24 x Train the Trainers courses	<ul style="list-style-type: none"> - TTTs target reached - Increased capacity of participant organisations

Quality Assurance framework & implementation

The aim of the quality assurance framework is to ensure high-quality, consistent training that is stimulating, effective, safe and enjoyable. It is a necessary and important element that enables the project leaders to monitor delivery standards, support trainers' development needs, and create behaviour change among participants.

A central principle of the approach is to create a culture of high standards, shared best-practice and personal development.

Trainer standards & approval

Creating application process including eligibility criteria - based on training experience and mental health knowledge. (These are not intended to exclude potential trainers, but to identify development areas.)

Attendance on 4.5 day Train-the-trainer, including mini-teach with constructive written feedback and development goals.

Co-delivery of one of each session followed by sign-off - dependent on satisfactory evaluation forms and signing of trainer agreement. Alternatively, arrange additional co-delivery with experienced trainer plus meeting to create action plan.

Tracking of trainer status & coordination of action plans (e.g. mentoring, additional training, goal setting).

Annual delivery targets to retain 'approved' status.

Re-approval route via one co-delivery.

	<p>Networking events and online resources to discuss and share best practice.</p>
Monitoring framework	<p>Training evaluation forms completed online.</p> <p>Participant feedback evaluated at the level of session/trainer/organisation. Macro level analysis fed back to project leadership to inform future course developments.</p> <p>Quarterly analysis report and review meeting to identify discrepancies and areas for improvement.</p> <p>Qualitative participant feedback and case studies sought via follow up questionnaires and interviews.</p> <p>Recognition of success via personalised feedback – private/public messages of thanks.</p>
Learning Hub	-
Proactive contact of trainers	<p>Contacting GM-Connect Community Train the Trainers that have fallen behind schedule with delivering Connect 5 Training. Establishing barriers to successful delivery and offering;</p> <ul style="list-style-type: none"> - Troubleshooting - Buddying with other trainers - Refresher training (delivered by GM Connect Lead Trainers) and CPD events - Reminder of monthly briefing sessions <ul style="list-style-type: none"> - Inactive trainers become active - Buddy network created - Attendance at CPD and refresher events ensured.

<ul style="list-style-type: none"> - Connection with peer support network - Support to access LLTF, and training resources, and app. <p>If the barrier is organisational (i.e. The manager will not provide time to deliver Connect 5 Training) Big Life will inform Mind, who can use our existing relationship with the organisation to influence.</p>	<ul style="list-style-type: none"> - Common issues identified in troubleshooting, can inform future training. - CDP/Refresher training content can be tailored based on feedback - Peer support network utilised. - Awareness and use of digital and online offer increased. - Mind is informed of and aware of areas, and organisations which are not delivering to schedule,
<p>Monthly Briefing</p> <p>This will be an email update to all trainers and organisations involved, as well as a teleconference. A set agenda will cover;</p> <ul style="list-style-type: none"> - Local update on achievements and challenges - National Connect 5 update - Promotion of buddy system, peer support events, and CPD Community of practice events, online and digital offer. - Opportunity to feedback. 	<ul style="list-style-type: none"> - Increased knowledge of how the project is proceeding locally and notionally. - Increased awareness of the support available, leading to increased uptake of the learning hub offer and attendance at events.
<p>Peer support network</p> <p>Active trainers invited to be a buddy, and to organise peer support locally in their area. Willing trainers agree to have their contact details shared, and book dates for peer support meetings to take place. Buddies are offered both through the peer support</p>	<ul style="list-style-type: none"> - Peer support and buddy network established in each area - Self-organising peer support groups occur in each area.

<p>network, and by Big life when carrying out proactive contact of trainers.</p>	<ul style="list-style-type: none"> - Skill and confidence of training community increases.
<p>Buddies offer shadowing and co-facilitation of training. They also share resources and promote use of the digital and online offer.</p>	<ul style="list-style-type: none"> - GM wide peer support relations are built.
<p>Quarterly peer support meeting/teleconference for peer supporters and buddies to connect across GM. TOR coproduced.</p>	<ul style="list-style-type: none"> - Awareness and use of digital and online offer increased.
<p>Buddies will provide feedback on training they have observed to their peers.</p>	<ul style="list-style-type: none"> - Trainers aware that support is available and understand how to access it, increasing confidence. - feedback informs content of monthly briefings (teleconference and email)

Business Development

TOG Mind for a number of years has tried a number of ways to generate unrestricted funds to sustain current services and develop new requirements to beneficiaries. TOG Mind is currently largely funded by restricted contracts and our long term sustainability plan is to even this out by bring in more unrestricted funds. We currently provide a small, pay for use counselling service, workplace wellbeing training and café that brings in small amounts of unrestricted.

This role wold be to research the current landscape (which is envisaged largely to be down at the same time as the Connect Five landscaping) and identifying opportunities and ideas for the organisation to invest / raise funds etc ...

Fundraising and Marketing

The strategy for our Fundraising and Marketing Team is to ensure the profile of the charity is raised across our footprint and beyond, whilst encouraging the public to fundraise for us independently, provide opportunities for the public to engage in fundraising and develop effective and lasting partnerships with educational establishments and businesses. Underpinning this is a work ethic that involves coordinating fundraising opportunities and individuals (the ringmaster) whilst ensuring the legal and financial elements are adhered to and the public / teams / businesses (front line - troupe) are guided to achieve the best results possible. Essentially working with individuals and organisations to fundraise on our behalf.

Within the pack you will find, the Job Description and Person specification, Equal Opportunities policy, Organisation strategic plan and application form. Please return your completed application for to HR@TOGMind.org by Sunday 2nd February.

Best Wishes

Tameside, Oldham and Glossop Mind