

## **JOB DESCRIPTION**

PAPYRUS is the national UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

<b>DESIGNATION:</b>	<b>Regional Manager (London) Fixed Term 12 Month Contract</b>
<b>HOURS:</b>	36 hours per week (incl. unsocial hours, some weekends and evenings)
<b>SALARY:</b>	NJC Scale SCP 29-32 (£32,910 - £35,745) plus 17.5% London weighting & 5% pension contribution
<b>LOCATION:</b>	<b>London office</b> with regular travel across London and to Warrington, Birmingham and Cardiff as required
<b>RESPONSIBLE TO:</b>	Head of Programme Development for England
<b>ACCOUNTABLE FOR:</b>	Community Project Suicide Prevention Advisors/Trainers, Administration Assistant, Local volunteers in region

### **PURPOSE OF POST**

1. To identify and engage local communities and key partners across the region
2. To contribute to financial sustainability of the charity in the London region
3. To raise the profile of PAPYRUS in London
  - a. Training delivery and awareness raising
  - b. Community engagement projects
  - c. Volunteer/member engagement
4. To motivate support and develop the staff and volunteers based in the London area

### **MAIN DUTIES AND RESPONSIBILITIES**

- 1. To identify and engage local communities and key partners across the region**
  - 1.1 Develop and maintain effective partnerships with other agencies locally and regionally where aims align with those of PAPYRUS.
  - 1.2 Ensure that PAPYRUS is embedded in local communities across London, building and maintaining the public profile of the Charity
  - 1.3 Support and develop the strategic plan and operational delivery of the plan for London in accordance with the overall Charity aims.
- 2. To contribute to financial sustainability of the charity in the London region**
  - 2.1 Have responsibility for identifying and securing local and regional opportunities for further business development, working with management

and the fundraising team to ensure sufficient income to deliver the strategic plan for the region.

- 2.2 Work with commissioners and stakeholders to identify and secure business opportunities, actively driving and promoting our training products to promote suicide prevention activities in the region.
- 2.3 Identify and secure opportunities and funding for project development and delivery.
- 2.4 Deliver the operational plan objectives for our work in London.

### **3. To raise the profile of PAPYRUS in London**

- 3.1 Promote PAPYRUS membership and engage actively with those personally affected by young suicide in the region.
- 3.2 Responsibility for delivery of funded community development projects identified within the plan.
- 3.3 Deliver presentations and training on PAPYRUS and young suicide prevention.
- 3.4 Support local communities to develop appropriate local young suicide prevention plans.
- 3.5 Facilitate a culture which addresses stigma around suicide and so contribute to an increase in help-seeking behaviours.
- 3.6 Act as a 'Knowledge Broker' in the areas of Community Development, Suicide Prevention and Sustainability within your region.

### **4. To manage the staff and volunteers based in London**

- 4.1 Line manage the PAPYRUS team based in the London office liaising with managers and colleagues to ensure consistency in training products, projects and delivery within the organisation.
- 4.2 Continue to develop the local team with their own individual training to ensure quality of project delivery and increasing knowledge of suicide prevention.
- 4.3 Collect and analyse all data within agreed protocols and maintain appropriate office administrative systems to support and enhance regional activity.
- 4.4 Contribute to and lead on relevant evaluation and monitoring activities to demonstrate project outcomes and impact.
- 4.5 Recruit and work with volunteers, encouraging their participation in our work. Ensuring the role of volunteers is promoted and valued.
- 4.6 Build on current policies and procedures identifying key strengths and areas for growth and continuing to develop best practice.

### **5. Other responsibilities**

- 5.1 Understand your duties and manage any matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy.

- 5.2 Contribute as required to the advice and information PAPYRUS provides on its website, its social media portals and in its literature for the public and stakeholders.
- 5.3 Contribute to and promote PAPYRUS Campaigns as outlined in the Regional and Strategic Plans.
- 5.4 Contribute to and promote PAPYRUS Training and Seminars as outlined in the Regional and Strategic Plans.
- 5.5 Work directly with young people and families as key stakeholders.
- 5.6 Respect confidentiality and manage data according to PAPYRUS policy.
- 5.7 Contribute constructively to regular supervision and appraisal protocols.
- 5.8 Contribute to and attend PAPYRUS conferences and seminars as required.
- 5.9 Attend training courses as required.

**ADDITIONAL DUTIES** It is the nature of the work of PAPYRUS prevention of young suicides that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

**CONFIDENTIALITY** It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.

**BASIC PRINCIPLES** The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.

**CONDITIONS OF SERVICE** Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post may be subject to satisfactory Disclosure and Barring Service (DBS) checks (previously CRB checks).

**QUALIFICATIONS** See Person Specification