

Job Description: Programme Manager – The Global Business Collaboration for Better Workplace Mental Health

Job title	Programme Manager	Location	Remote (home-based) – opportunity to attend in-person events and meetings depending on location
Contract type	Employment	Contract length	12 month fixed term contract
Remuneration	£45,000 - £50,000 (pro rata), depending on experience	Days	3 – 4 days a week
Reporting to	Global Programme Director	Direct reports	N/A

About MindForward Alliance

[MindForward Alliance](#) is a leading global not-for-profit membership organisation transforming workplace culture into one that supports the mental health of its employees. Using best practices from around the globe, we offer a range of tools and services to support businesses create mentally healthy workplaces. **Our ambition** is to unite businesses globally to set the global standards for workplace mental health. We believe that workplaces have a responsibility to actively protect and nurture the health of their people. The business impact is also substantial: without mentally healthy workplaces, organizations risk reduced productivity, increased costs, and loss of competitive advantage. From annual assessments that give managers a roadmap to building a healthier culture, to strategic roundtables that help solve workplace mental health issues from the top down, we provide step-by-step guidance that helps fuel changemakers to make a lasting impact.

MindForward Alliance is the latest development from the [City Mental Health Alliance \(CMHA\)](#), growing the reach and impact of our community. Since launching CMHA in the UK in 2012, our community of have been boldly changing the world of work to build a healthier culture, where people can thrive. The CMHA is established in the UK, Hong Kong, Australia and New Zealand, Singapore and India.

About the Global Business Collaboration for Better Workplace Mental Health

[The Global Business Collaboration for Better Workplace Mental Health \(GBC\)](#) is a business-led leadership campaign whose mission is to advocate for – and accelerate – positive change for mental health in the workplace on a global basis. **Our vision** is to create a world where all workplace leaders recognise signs of struggle, have the right tools to support employees, and commit to taking tangible and evidence-based action on mental health and wellbeing in the workplace, enabling their workforce to thrive. The Founding Partners of the GBC are BHP, bp, Clifford Chance, Deloitte,

HSBC, Sodexo, Unilever, Visa and WPP. In 2022 the GBC partnered with MindForward Alliance to work alongside the Founding Partners to take the vision and purpose of the collaboration forward.

To date, over 100 organisations, with a presence in over 60 countries, have signed the GBC [Leadership Pledge](#), committing to take positive action on workplace mental health in every territory their business operates in. Our focus is to drive forward the evidence base in workplace mental health and measure impact against the Leadership Pledge. We are also forming regional hubs to amplify our collective voice to encourage other business leaders to join this global movement. Together we will de-stigmatise mental health challenges and collectively take action to ensure mental health is a priority in every workplace.

Role summary

The GBC Programme Manager is a newly created role to support the development and growth of the Global Business Collaboration for Better Workplace Mental Health and our Leadership Pledge. The successful applicant will be responsible for delivering key programme streams to support businesses sign, and deliver, our Leadership Pledge to create positive action on workplace mental health globally. This role will work closely with our GBC business signatories across the world, as well as our Founding Partners, and will provide excellent stewardship and engagement opportunities for our business community.

This is a great opportunity for an experienced and passionate individual to join the team and play an instrumental role in delivering an ambitious strategy to engage business leaders around the world in workplace mental health, providing much-needed action to de-stigmatise mental health at work and place mental health and wellbeing at the heart of business strategy.

Location

This role is home-based and the MindForward Alliance team works remotely. We have local chapters and teams in the UK, Hong Kong, Australia and New Zealand, Singapore and India. The GBC campaign focuses on supporting businesses where mental health awareness and prioritisation is low and stigma is high in Asia, Africa and Europe. We welcome applicants who are based in these regions.

Depending on location, there may be the opportunity to attend in person meetings and events in the UK and globally. This role will report to the Global Programme Director based in the UK but will work closely with the MindForward Executive Team, both in the UK and globally.

Main Responsibilities

Programme Management – 30%

- Project manage and lead the delivery of key programme streams to deliver the Global Business Collaboration for Better Workplace Mental Health 2022-2024 strategy, developing and implementing rigorous project planning processes and systems to ensure KPIs and deadlines are met
- Support the Monitoring, Evaluation & Learning of the campaign through developing and delivering ME&L processes and maintaining accurate records and databases
- Support governance processes, reporting and presenting to the Founding Partner Management Committee and Steering group as required
- Contribute to and support the Programme Director develop and deliver a global research project on workplace mental health
- Oversight and management of programme budget, ensuring resources are used effectively and demonstrate value for money

Stakeholder engagement & relationship management – 30%

- Develop and deliver activities to support businesses across the globe sign and implement the 6 Pledge areas of the Leadership pledge, working collaboratively with the Founding Partners
- Develop a webinar series aligned to the 6 Pledge areas to provide practical information and advice to businesses implementing the pledge for a global audience
- Lead business signatory engagement activities to build a global community of business, including networking and collaboration opportunities, communications, newsletters and events
- Build, develop and manage positive relationships with pledge signatories, Founding Partner contacts, MindForward Executive teams and other partners to support delivering of the campaign
- Manage the on-boarding and stewardship process for Pledge signatories, ensuring accurate and accessible information is clearly communicated and baseline assessments are completed
- Lead on website development to ensure smooth user experience to enable businesses to access information in signing the Pledge and resources available
- Manage and deliver ME&L processes to understand progress made by signatories and demonstrate impact, as well as informing future activities

Content creation & delivery – 20%

- Develop a global Pledge Starter toolkit to support businesses globally implement the 6 areas of the Leadership Pledge, working collaboratively with the Founding Partners
- Develop localised Pledge Starter toolkits, relevant to different regions / markets
- Lead on developing content and insights for signatory newsletters, website articles and other communications

Business development – 20%

- Support business development activities, managing signatory enquiries and working proactively to recruit new Pledge signatories to achieve our targets

Required skills and experience

- Extensive project management experience of leading complex high-profile global programmes / projects on time and to budget
- Strong experience working in mental health, workplace wellbeing, inclusion, programmes or campaigning
- Good knowledge of industry trends related to mental health and wellbeing to support the delivery of effective programme activities
- Experience in designing and delivering successful events, toolkits and resources for a business audience
- Excellent project management and organisational skills, with meticulous attention to detail, creating clear expectations for all stakeholders
- Excellent planning and prioritisation skills and ability to manage different workstreams effectively to meet deadlines in a fast-paced environment, adapting to change as needed
- Strong problem solving skills to analyse and interpret situations from a variety of perspectives and find workable, creative and timely solutions
- Highly effective relationship management and communications skills with an ability to influence and communicate effectively with a range of stakeholders, including business, creating positive outcomes
- Good knowledge and experience of M&E tools and processes to measure programme impact
- Strong IT literacy and research skills
- Flexibility and an ability to operate as part of a small, virtual team. Willingness to travel where necessary
- A commitment to advancing diversity and inclusion

Application Process and Deadline

Please send a CV and a short covering letter clearly demonstrating why you would be good for this role to:

ellen@citymha.org.uk

The deadline for applications is **Tuesday 24th January at 9.00am GMT.**

Diversity & Inclusion: We value the positive impact, experience and insight that diversity brings to our organisation, members and clients. We encourage and welcome applications from all backgrounds and communities and are committed to having a workforce that is made up of diverse skills, experiences and abilities.

More about working for us

Our culture: We live by our values and to advancing equity, diversity and inclusion in all we do. At the heart of all our work is a commitment to leading the way in making mental health a priority in all organisations so that work is good for your mental health.

Our values:

Bold. We disrupt the status quo. We are not afraid to explore the undiscovered. We are determined to change what is necessary.

Professional. We are experts at the intersection of mental health and business. We are intentional thought-leaders who advise our members and beyond.

Compassionate. We are empathetic collaborators who are serious about listening, learning and supporting in order to take-action. We are inclusive of different people, perspectives, and ideas. We adapt to changing needs and environments.

Our benefits: Our work is important and so are you. We want your work to protect, support and promote good mental health. See below an overview of our benefits package.

- **Agile & flexible working:** This role is suitable for agile and flexible working to give you control over how and where you work to support you to work and live well.
- **Holiday entitlement:** 30 days holiday entitlement a year, plus bank holidays (pro rata).
- **Pension:** Contributory pension scheme.
- **Professional development:** To achieve our ambitious vision we want our team to achieve their full potential and provide opportunities for growth and professional development.
- **Team wellbeing:** a calendar of monthly team wellbeing activities centred on the 5 Ways to Wellbeing (Connect with others; Be physically active; Learn new skills; Give to others; and Mindfulness) which focus on education and upskilling on our own personal wellbeing, and that of those around us.