Mental Health Mission PPIEP CO-ORDINATOR JOB DESCRIPTION

**JOB TITLE:**
Mental Health Mission PPIEP Co-ordinator

**WORKING PATTERN:**
Full-time, 35 hours per week. Monday to Friday.

**LOCATION:**
Hybrid working pattern. We anticipate this will be:

Tuesdays – normally based in the MQ office in London.
Remaining days flexible – as required to deliver the role with some travel including to Oxford with travel covered

**SALARY:**
£35,000- 37,000 + Benefits

**Benefits include:**
- Flexible working hours and Hybrid working arrangements.
- 28 days annual leave plus three days off between Christmas and New Year.
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme.
- Interest free season ticket loans
- Access to Employee Assistance Programme
- Wellness allowance: We provide a £50 allowance for you to spend on your health & wellbeing
- Gallup Strengths Assessment – Plus 1-1 and team coaching to help you leverage your natural strengths

**MAIN PURPOSE OF ROLE:**
MQ is helping to implement the new government Mental Health Mission (MHM), a £42.7 million
for mental health research to develop new treatments, improve diagnosis, increase use of innovative technology, and make the UK the place of choice for research by pharmaceutical and related industries. This role will be instrumental in supporting the successful design and delivery of its Patient and Public Involvement, Engagement and Participation (PPIEP) Strategy. To do so, this role will work closely with its MQ colleagues and Academic PPIEP Lead, based at Oxford University.

The MHM aims to accelerate research across the UK and attract private investment to potentially benefit millions of people and this role will ensure that patient and lived experience voices will be at the heart of that goal.

**KEY RESPONSIBILITIES:**

1. To co-ordinate the work being led by the individual PPIEP-focused staff supporting Work Streams and demonstrator sites. This will include:

   - Working with the Academic PPIEP Lead to define the aims, requirements, and scope of the PPIEP Strategy.
   - Providing a central intelligence function by collating all PPIEP across the MHM Work Streams and demonstrator sites
   - Connecting activities across the MHM and MH-TRC infrastructure
   - Organising engagement events and activities as needed.
   - Creating and managing the risk register in relation to the PPIEP Strategy.
   - Helping with quarterly financial reporting.
   - Attending workstream update meetings and providing reports as required.
   - Acting as the point of contact and communicating the project status to all participants.
   - Administering project operations and admin tasks as required.
   - Any other relevant activities required.

2. To work with the Academic PPIEP Lead, to develop innovative approaches to deep engagement with the public and patients in the MHM. This will include:

   - Identifying new ideas and options for the Academic PPIEP Lead to review, which will reach underserved communities and increase participation in PPIEP and align with industry needs for building the commercial pipeline.
   - Testing different approaches to see which are most effective.
   - Managing, monitoring, reporting, and evaluating engagement activities to assess their impact and effectiveness. Capture and create case studies as required.
   - Building a good relationship with the Biomedical Research Centre (BRC) PPIEP managers to ensure coordination and avoid duplication.
   - Working in partnership with the patients, the public and local communities to ensure they have a positive and meaningful influence on the relevance, shape and impact of the research undertaken.
   - Helping to support the Implementation Lead to ensure PPIEP input into the translation and implementation of industry and MHM innovations (products, programmes, services) into clinical care/practice.
   - Ensuring all activities comply with data protection legislation.
- Any other relevant activities required.

**PERSON SPECIFICATION**

- Experience working within a healthcare setting, local government, education, or research, consultancies.
- Excellent and effective communication skills
- Influencing skills.
- Creative Thinking.
- Project coordination skills.
- Accuracy and attention to detail.