

# YOUNG MINDS



Head of AJEDI

# What's the problem?

**1 in 6** children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

**Half** of all mental health problems manifest by the age of 14, with **75%** by age 24.

**3 in 4** children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

But we believe things can get better.

## Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

### **Our purpose:**

To stop young people's mental health reaching crisis point

### **Our vision:**

A world where no young person feels alone with their mental health

### **Our mission:**

To make sure all young people can get the mental health support they need, when they need it, no matter what

## Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



## Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

## Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

## Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

**Alex, YoungMinds Youth Panel**



## Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

## When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

## Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

## Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.

## Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

**Reference check:** All job offers are conditional on the receipt of satisfactory references.

**DBS check:** We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. This role will be eligible for a BASIC LEVEL check

**NB:** A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

**Identity check:** We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

## When you join:

All new staff benefit from a full induction with both the People and Culture department and their team, as well as our core training programme, ongoing support and personal development

## Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

# Benefits

Benefit	Full Time	Part Time	Zero Hour
Holiday - 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
Employee Assistance Programme	Y	Y	Y
Monthly office activities such as Lunch and Learn, Crafty Tuesday's and Book Club	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
25% off Osteopathy appointments at the British School of Osteopathy	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y
Free yearly eye test and money towards your glasses	Y	Y	Y
Discounts at local cafe's incl. 10% off at Absolutely Starving	Y	Y	Y



# Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People and Culture team (at [recruitment@youngminds.org.uk](mailto:recruitment@youngminds.org.uk)).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

## Personal details and availability

Fill out this section making sure all details are correct.

## Education and qualifications

Ensure to include all relevant qualifications and level achieved.

## IT skills

Please provide details as requested.

## Training

Please give details of any training courses you have completed.

## Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

## Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

## Employment history

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

## Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

Completing the application form



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## Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Completing the application form



## JOB DESCRIPTION

<b>Job title:</b>	<b>Head of AJEDI</b>	<b>Salary:</b>	<b>£ 58,384 – £64,782</b>
<b>Hours:</b>	Preference is for full-time (35 hours per week). However, open to flexible approach such as part time minimum 3 days with reconfiguring resources for the right candidate.	<b>Based at:</b>	London Bridge Office with anticipated 2 - 3 days office based per week
<b>Reports to:</b>	Director of Community and Culture	<b>Contract:</b>	12-month fixed-term contract (Maternity cover)

## PURPOSE OF THE ROLE

This is a critical strategic programme and you will be instrumental in helping us bring our AJEDI (anti-racism, justice, equity, diversity and inclusion) commitments off the page and into our everyday work, our organisational structures and right to the heart of our strategy and impact. Working alongside the senior leadership team and people and culture team, you will evolve our AJEDI strategy and drive implementation of the plan; shaping and implementing key aspects of the plan; working collaboratively with teams to embed the commitments within their work and support their learning; and championing new opportunities for YoungMinds to increase its diversity and inclusion.

You'll also bring thought-leadership and expertise to our work, challenging and supporting us to make the institutional, collective and individual change needed to build a culture where antiracism, justice, equity, diversity and inclusion are a core part of who we are. You will lead a team whose aim is to support the organisation in adopting a harm reduction approach and centre the needs of Black and marginalised staff and young people. The team will do this by designing and delivering training, learning and reflection spaces, championing underrepresented voices, developing language and communications that embeds AJEDI best practise and designing KPIs that tangibly move the organisation toward becoming anti-racist.

## KEY RELATIONSHIPS:

As the Head of AJEDI, you will develop relationships and work with teams across the organisation. You'll especially work closely with the CEO, senior leadership team, leadership group, people and culture team, Accountability Network Group and will work with external consultants. You will also collaborate with Heads of department across the organisation to promote AJEDI principles and embed this work across different teams. You will connect and share practice with those in similar roles within the charity sector to have a support network and enable cross-sector learning and change.

## **KEY RESPONSIBILITIES AND DUTIES:**

Your responsibilities include, but are not limited to, evolving our AJEDI strategy and driving implementation of the action plan. You may very occasionally need to travel and work flexible hours (i.e. evenings and weekends). For most roles, this is not more than 1-2 times per quarter.

## **AJEDI strategy and action plan and cross-organisational working**

- Drive the implementation of the AJEDI action plan:
  - Develop and work within an AJEDI governance structure that supports the successful delivery of the AJEDI action plan, scrutinises internal and external initiatives to centre Black and minoritized young people and that aids the embedding AJEDI principles successfully.
  - Design and track progress against KPIs, working with the Director of Strategy and Services and data, impact and evidence team.
  - Evaluate and report against AJEDI initiatives monthly to SLT, quarterly to P&G and to all staff when needed.
  - Work with project leads to design AJEDI plan activities to achieve KPIs.
- Responsible for AJEDI team focussed initiatives, managing the day-to-day activity of the AJEDI team and working closely with key individuals or teams such as Head of People & Culture.
- Develop annual operational plans for the AJEDI team and manage the departmental budget responsibly, including working with finance on quarterly reforecasting and annual planning .
- Manage external providers, ensuring cost-effective and value-added contribution on certain aspects of our plan.
- Work with SLT and internal comms on transparent external reporting and communicating AJEDI updates, progress and shared learning within the organisation.
- Lead on horizon scanning, creatively coming up with events in conjunction with Internal comms manager to ensure the organisation is marking and celebrating important cultural events that are important to staff.
- Lead in identifying gaps in cultural humility and develop tools, frameworks, and training to fill these gaps.

## Learning, challenge and support and Leadership

- Attend fortnightly Heads of Team and SLT meetings and Heads of Team AJEDI governance meetings as well as undertaking general head of team duties.
- Act as a critical friend, providing support and challenge to individuals and teams across the organisation to support equitable decisions and have inclusion by design across all activities.
- Act as a facilitator to aid learning and thinking about embedding at all three levels of institutional, collective and individual across the organisation. This may include identifying learning gaps in cultural humility and designing frameworks, tools and training to fill these gaps.
- Design and lead on learning sessions for specific teams/groups/communities or across the organisation; ensuring learning spaces are safe, inclusive and creative to deepen awareness and practical application.
- Coach leaders in the organisation, including SLT and Heads of team, to understand AJEDI principles and aid their understanding of how these can be applied through their department's work.
- Lead our evolving Staff-led Accountability Network into a more formalised and effective group with clear terms of reference, expectations and relationship with SLT and the wider organisation.
- Act as an internal expert on issues pertaining to Anti-racism, Justice, Diversity, Equity and Inclusion. This means you will:
  - support drafting/review of new and existing policies
  - be responsible for delivering certain aspects of policy and process, such as transformative justice and harm reduction
  - support SLT and internal comms on organisational responses to external events, internally and externally
  - input into the organisational strategy development process and strategy evolution
- Act as a support and advocate for staff who may have been subject to harm in the workplace.
- Connect with diversity and inclusion professionals across the sector to share learning and represent the charity at events, meetings and webinars.
- Manage, develop and support a team to deliver AJEDI work against the organisational plan and their individual objectives.

## GENERAL: LIKE ALL YOUNGMINDS EMPLOYEES, YOU WILL ALSO BE EXPECTED TO:

- Effectively self-manage with minimum administrative support.
- Work in accordance with the organisation's vision, mission and values and all policies and procedures.
- Champion the voice of young people and the value of their lived experience to deliver change, actively seeking to increase their involvement in the organisations and your team's work.
- Support a culture of care for staff, volunteers, and the young people we work with, including appropriate responsibility for Safeguarding.
- Form effective working relationships with all staff members, volunteers, child mental health agencies and relevant external organisations.
- Contribute to the culture of YoungMinds by joining in our events and activities and supporting our fundraising, including occasionally in evenings or at weekends.
- Understand and actively seek to evolve the organisations and your team's use of technology to improve our effectiveness and meet the needs of young people.
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data.
- Prepare for and attend supervision and appraisal meetings with your line manager.
- Embed anti-oppressive and anti-racist practices in your day-to-day work.
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post.

## PERSON SPECIFICATION

CRITERIA	Assessed at application	Assessed at interview
<b>EXPERIENCE</b>		
Experience of working in an AJEDI specialist position including influencing and effectively challenging various stakeholders at both a senior level and cross organisationally.	√	
Experience in managing a programme of work, and able to take plans from concept and design through to execution, measurement and reporting and the ability to manage conflicting priorities and focus on impact.	√	
Lived experience as an individual from a Black, mixed Black, Asian, and Minority Ethnic community*	√	
Experience in knowing how to manage self-care and wellbeing expertly in order to manage the emotional toll and wellbeing that anti-racism work can have.		√
<b>SKILLS AND ABILITIES</b>		
Effective interpersonal and communication skills with different audiences and stakeholders to influence, support and empower change, including adoption of best practise which may be new or unfamiliar to an organisation.	√	
Ability to develop and deliver programmes that support and promote diversity and inclusivity from an intersectional approach.		√
Facilitation skills appropriate for inclusive and difficult conversations and enabling psychologically safe spaces, able to address fragility directly particularly pertaining to race and ethnicity.		√
Ability to coach leaders and those in senior positions across the organisation in issues around anti-racism.		√
Ability to feed into work cross-organisationally, including being part of working and steering groups providing AJEDI expertise. This may mean understanding different pieces of work and finding ways to add an AJEDI lens.	√	
Ability to manage and lead a team and consider their well-being within AJEDI work, including putting in mechanisms to keep them safe.	√	
Confidence to challenge senior leaders on decisions around AJEDI-related issues, such as people we work with and the messaging we put out externally. This may also include feeding into or signing off messaging for our external audiences.		√

## **\*Who this role is for**

YoungMinds is on a journey to embed principles of Anti-racism, justice, equity, diversity and inclusion into its culture. Anti-racism is a term used to define the work of confronting all forms of racism. We have chosen to position our anti-racism work to centre the experience of Blackness and the harm of anti-Black racism in particular because there is a specific and tangible difference in the discrimination and levels of violence Black people experience in UK society. We understand that anti-Black racism can be traced to the core of oppressive systems in the UK and is often rooted in the legacy of the history of enslavement and colonisation (particularly in the UK, US and Europe).

As we advance into the next phase of our AJEDI plan, we have identified three key areas for strategic focus: Black staff satisfaction, Internal Cultural Humility, and Our External Voice. These areas have been pinpointed through extensive feedback mechanisms, both internally and from our external partners, utilising surveys and evidence-based insights.

While these initiatives are integrated throughout our organisation, the primary responsibility for driving actions related to Black staff satisfaction lies with our internal AJEDI team. Our initiatives include developing and implementing a Black Joy strategy, launching equitable support packages for Black, Asian, and marginalised staff members, and establishing sustainable AJEDI training programs grounded in understanding race, racism, anti-Blackness, and white supremacy.

Given the critical nature of our ongoing work and the specific focus of the upcoming year, we feel it is important to recruit a leader with the requisite skills, expertise, and lived experience. Therefore, we are actively seeking applicants from Black, mixed Black, Asian, and Minority Ethnic communities. While we recognise that individuals from these backgrounds should not be solely defined by their identities, we understand the profound value of lived experience and representation at a senior level in this work.

We are committed to providing comprehensive support to our AJEDI team members, including clinical supervision, acknowledging the additional burdens and emotional toll associated with leading this vital work.

***Schedule 9, part 1 of the Equality Act 2010 applies.***