



Part 1: JOB DESCRIPTION

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| JOB TITLE: | Executive Lead, National Suicide Prevention Alliance |
| DEPARTMENT: | External Affairs |
| TEAM: | National Suicide Prevention Alliance |
| LOCATION: | Based in Ewell (Surrey) with a mix of home working and office work |

1. POSITION IN ORGANISATION

- Reports into: Assistant Director of Research and Influencing, with work-plan agreed by NSPA Steering Group.
 - Line Manages: Membership and Communications Officer and Lived Experience Network Manager, as well as consultants and staff on fixed term contracts depending on funding. Also supports the Lead of our sister alliance, Support After Suicide Partnership
 - Contacts which the post holder has within and outside the organisation: Teams across Samaritans as well as a wide range of stakeholders, including NSPA members, people with lived experience of suicide, charities, key government departments, health professionals and others working in suicide prevention.
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2. MAIN PURPOSE OF JOB

To lead the National Suicide Prevention Alliance, managing the secretariat and working with the NSPA Steering Group to deliver against the NSPA's strategy and workplan.

3. KEY RESPONSIBILITIES

Leading and developing the NSPA

- Work with the Co-Chairs and Steering Group to ensure NSPA's strategy remains ambitious, relevant and impactful, assuring the overall direction and integrity of the NSPA
- Lead the development of the annual workplan and budget for NSPA and coordinate delivery of the workplan to achieve the aims in our strategy, ensuring activity remains within budget.
- Facilitate effective development of NSPA and management of change within NSPA.
- Explore sustainability models and secure funding for projects, such as the Lived Experience Network, from both within and outside of NSPA structures, working with Samaritans fundraising team to build NSPA's sustainability.
- Ensure smooth running of NSPA, including liaising with and providing support to Co-Chairs and Steering Group and preparing papers for and managing NSPA meetings as necessary.
- Act as an ambassador for the NSPA, raising its profile in the wider suicide prevention sector and continuing to build the NSPA's credibility as the leading suicide prevention alliance.

Programme Management

- Manage complex high value programmes of work for NSPA, including annual conference and World Suicide Prevention Day, ensuring high quality work that meets our strategic aims and linking together projects across the work-plan.
- Produce project management documentation and budgets; monitor progress and impact; identifying and reporting against strong KPIs.
- Make recommendations for the development of projects and work with relevant members, as well as teams within Samaritans to establish these.

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.

- Support Executive Lead of the Support after Suicide Partnership to implement SASP's programme of work
- Continue to embed lived experience involvement in all NSPA programmes, projects and workstreams.

External liaison and stakeholder involvement

- Work with leading institutions and/or individuals to develop and secure key partnerships and collaborations which achieve NSPA's strategic aims as required.
- Raise awareness of NSPA and its work through building relationships locally, regionally and nationally and represent NSPA and its work at conferences, specialist forums and key meetings.
- Enable NSPA internal stakeholders to play a part in the design, implementation and dissemination of development plans.
- Lead regular networking and information sharing sessions for anyone working in suicide prevention.
- Support other departments including fundraising and communications with project updates and specialist information.

Membership and Communications

- Line management of Membership and Communications Officer.
- Ensure excellent communication with members (proactive and reactive), and manage an engagement programme to ensure a rich and rewarding membership experience.
- Ensure high quality communications relating to NSPA including writing articles for external publications, website updates and newsletters.
- Develop NSPA's membership with a membership development plan that includes an engaging and sustainable membership offer.

Lived Experience Network

- Line management of Lived Experience Network Manager.
- Ensure excellence in work with the lived experience network, including appropriate recruitment, training, support, communication, involvement and risk management.
- Promote the importance, value and impact of lived experience involvement to NSPA membership and wider suicide prevention sector, with NSPA network as example of good practice.

General Duties of a Samaritans' Staff Member

- Contribute to the effective and efficient running of the Central Office as appropriate.
- Participate, as appropriate, in staff forums and meetings.
- Adhere to Samaritans' policies and procedures.
- Represent the Central Office appropriately across the organisation and Samaritans to the wider community as appropriate.
- Treat all colleagues, volunteers and members of the public with dignity and work within and adhere to Samaritans' equal opportunities statement and policies.
- Carry out reasonable requests made that are within the broad remit of the role

Part 2: PERSON SPECIFICATION

4. SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working in partnership with a diverse range of stakeholders in the public, and voluntary sectors including participation in external forums.
- Demonstrable experience of planning, management and evaluation of complex long term projects relating to health or wellbeing.
- Working knowledge of the mental health sector and a good knowledge of mental health promotion and/or suicide prevention.
- Excellent inter-personal skills including written and verbal communication skills, facilitation skills, and a demonstrable ability to network effectively.
- Experience of line managing staff and the ability to motivate and support them effectively.

- Ability to produce high quality specialist reports as well as writing for a non-specialist audience.
- A demonstrable ability to problem solve in a creative and positive way.
- Good IT skills, specifically the competent use of Microsoft Word, Excel, Power point, Teams.
- Experience of managing budgets

Desirable

- Demonstrable experience of working in stakeholder relationship management.
- Knowledge of project management methodology (e.g. Prince 2).
- Experience of working with people with lived experience of suicidal behaviour or mental health problems
- A working knowledge of NSPA
- Some knowledge of content management systems or website management

5. PERSONAL ATTRIBUTES

- Calm and confident manner
- An ability to motivate and to enthuse others.
- Commitment to quality service and continuous improvement.
- High degree of accuracy and attention to detail.
- Positive attitude towards change.
- Commitment to the aims of NSPA and Samaritans and the ability to work within a complex stakeholder environment.
- The ability to attend meetings and take part in events outside normal office hours including some evenings and weekends.

LAST UPDATED: November 2021