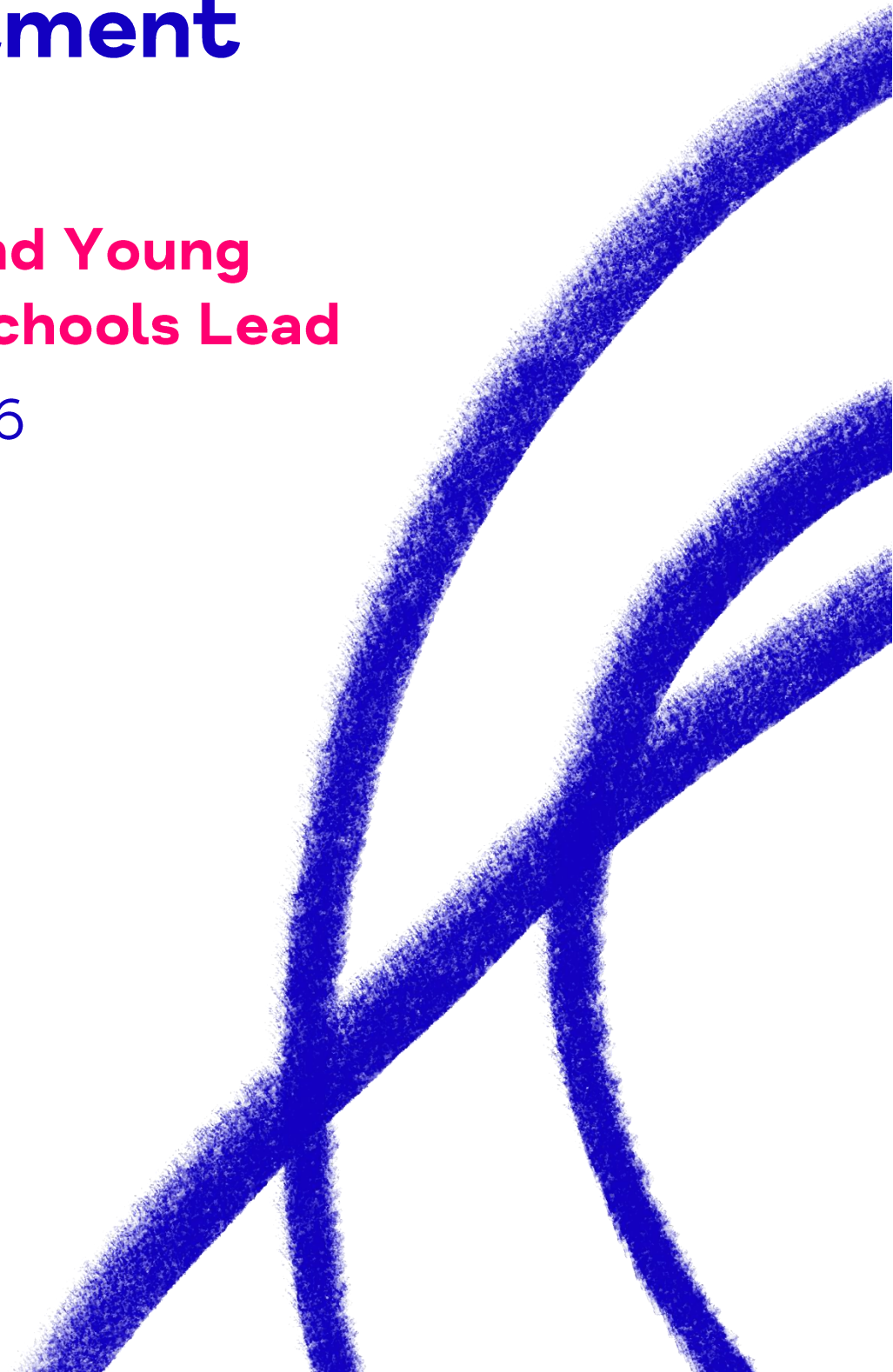


Recruitment Pack

**Children and Young
People's Schools Lead**

August 2026



**Thank you for your interest in
working with Lancashire Mind**

Who are we?

Lancashire Mind is an award winning, independent mental health charity, delivering a strategy that was co-created with the people of Lancashire. We reach over 10,000 people each year.

We're an active member of the Mind Federation, linking us with national Mind and around 100 local Mind organisations across England and Wales. This provides excellent opportunities for good practice sharing and partnership working.

Our purpose is to support people in Lancashire to achieve the best mental health and wellbeing possible.

To achieve this, we:

Connect Minds through ongoing engagement and co-creation.

Change Minds by challenging stigma and increasing knowledge around mental health.

Support Minds by being a source of help, where, when, and how people need it.

We value being:

Real

Grounded in lived experience and making sure our work is relevant to Lancashire.

Bold

We're not afraid to demand better for people who need our help.

Caring

Treating people with compassion and respect and being there for people and communities in Lancashire.

Open

Working inclusively to tackle issues and being open to new ideas.

We believe that everyone can achieve good mental health and wellbeing, and that resilience is the key to sustaining it. With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do.

We empower people in Lancashire to value and take care of their mental health. Our work ranges from 1:1 support for people facing multiple and complex barriers, to preventative and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that's representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities. We're working to become a truly anti-racist organisation.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that enabling people to achieve mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

**Join us to connect, change and
support minds in Lancashire.**



Why work with us?

As well as striving to meet the mental health needs of our local communities, we aim to be a good employer and do what we can to provide a supportive and healthy environment for our employees.

You'll get a friendly welcome from colleagues and clear expectations about your role and how it contributes to achieving Lancashire Mind's goals.

"I'm extremely grateful for the support I've had and the opportunities I've been given within my time working here."

Flexible working

We operate a hybrid working policy. For office-based roles, you'll split your time between home and our office. If your role is deliver-based, you'll also spend time working in communities, at a range of different venues. Depending on the requirements of the role, we can consider remote working.

Our full-time hours are 35 hours per week. We're open to requests for flexible working hours, including compressed hours. Everyone is provided with the equipment needed to work from home or in the community.

Leave

Full-time staff have 25 days annual leave, plus bank holidays (pro rata for part-time roles). We close for the days between Christmas and New Year, which are given as additional leave entitlement (pro rata).

We've recently introduced long-service leave. Employees who've worked for Lancashire Mind continuously for 3 years are entitled to an extra day's holiday for each full year of service, up to a maximum of 5 days (pro rata). We've also introduced a buying/selling annual leave scheme.

We offer five paid days of emergency/compassionate leave (pro rata) to help you manage unexpected life events.

"It's a really rewarding job and I love the team spirit."



Wellbeing benefits

Our workplace wellbeing scheme is provided by a small team of staff champions. They organise wellbeing activities and run surveys, giving staff opportunities to input to improving wellbeing in the workplace.

We offer an annual, paid wellbeing half-day to encourage all employees to do something positive for their own wellbeing.

Our Employee Assistance Programme gives you access to a GP advice line and emotional support 24/7, plus access to virtual GP consultations and counselling sessions.

We cover the cost of an annual standard eye test and annual flu vaccination for all staff.

"Amazing place to work, lots of opportunities for employees to grow in roles...a focus on wellbeing."

Financial benefits

We offer the opportunity for staff to save for their retirement by providing a workplace pension scheme, with options for matched contributions up to 6%.

From your start date you'll be eligible for the company sick pay scheme, which increases with each year served up to 6 weeks full pay, 6 weeks half pay after five years of service.

Learning and development

You'll have protected time during regular 1:1s with your line manager, to reflect on and plan the work you do.

We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.



Who you'll work with

Our work with children and young people aims to support them to achieve improved confidence, resilience and to develop positive coping strategies to improve and maintain mental wellbeing.

There is a huge need for mental health support for children and young people:

One in six children aged five to 16 were identified as having a probable mental health problem in July 2021, a huge increase from one in nine in 2017.

That's five children in every classroom.

We work with children from the age of 3 up to young adults in schools and in the community across a number of projects. Support can be delivered in groups, one to one and both face to face and virtually.

Lancashire Mind is successful in delivering a whole school approach programme on resilience and prevention called Resilient Minds. This is funded by the NHS Lancashire and South Cumbria Integrated Care Board.

We also deliver on a range of school projects.

We are working in several areas of Lancashire in primary, secondary schools and colleges. We will be offering a range of support to young people, school staff and parents to improve mental health and wellbeing across the setting.

Your role

This is an exciting opportunity to lead successful projects embedding early intervention and resilience building in schools and colleges.

As a CYP Schools Lead, you will plan, mobilise and continually improve and evaluate our programmes. We deliver in primary and secondary schools and some colleges across Lancashire.

As such, you will be a confident practitioner with experience of working with young people aged 5 to 18, ideally in a school setting.

You will manage a team of School Coordinators who will be delivering a range of support to children and young people which will include but not limited to:

- **Five Ways to Wellbeing assembly**
- **Bounce Forward – our universal resilience building programme over a series of 6 weeks**
- **Wellbeing Ambassador training**
- **Topic based workshops on topics such as sleep, exam stress, managing anxiety, self-esteem**
- **1:1 drop-in sessions for young people**
- **After School Clubs/Holiday Clubs**

In addition, you and your team will deliver resilience workshops to parents and school staff.

Therefore, you will have experience of line and team management and have the ability to motivate and inspire others.

Essential to the role is experience of project management processes such as mobilising a project, setting and monitoring progress against targets, reporting, liaising with partners and funders.

You will have excellent communication skills. You will be confident and personable to enable you to build and maintain a positive relationship with schools.

You will have a good understanding of mental health, wellbeing and resilience; with the ability to translate these topics into fun, engaging sessions. You will be adept at storytelling; demonstrating the impact that our services have.

In addition, you will play an important role in supporting the sustainability and growth of our schools offer. This will involve identifying opportunities for schools to access additional paid-for support, building strong relationships with education partners, and ensuring commissioned work is delivered to a high standard.

You will be accountable for monitoring the impact of this work, contributing to income generation targets, and helping to ensure our services remain responsive, sustainable and able to reach more children and young people across Lancashire.



Job description

Job title: Children and Young People's (CYP) School Lead

Hours: 28 hours per week

Contract: Fixed Term until 31.8.27

Salary: £32,282 (pro-rata) starting salary, with eligibility for pay review after 12 months in post

Responsible to: Head of Children and Young People

Location: Contractual base is our head office in Leyland with meetings/delivery taking place across Lancashire.

Overview

In this exciting and challenging role, you will mobilise, lead and develop projects to improve the mental health and wellbeing of children and young people in school settings. You will lead our whole school programme across Lancashire, carrying out all the necessary project management to a high standard. You will build fruitful relationships with schools and colleges, organising our programme of delivery in each setting.

You will monitor and evaluate performance and demonstrate the impact our CYP services have on children and young people. You will manage a small team, leading and supporting them in their roles and carrying out all required HR processes. You will build positive relationships with other providers of CYP services across Lancashire. You will work closely with the other CYP Leads and other colleagues to ensure Lancashire Mind is providing an integrated service and meeting the needs of children and young people.

Main duties and responsibilities

- Work with the CYP team to develop services for children and young people across Lancashire to deliver the organisational strategy
- Mobilise, lead and evaluate school programmes to achieve the objectives, outputs and outcomes ensuring quality and consistent delivery
- Develop and manage other school-based projects, identifying opportunities to sell our school packages
- Build and maintain effective relationships with schools and colleges across the county along with other services providing support to children and young people
- Lead the CYP Schools team, providing supportive and motivating leadership to staff and volunteers
- Manage performance and impact monitoring to ensure we are meeting project targets and demonstrating impact. Proactively identify stories from a range of people accessing the project to demonstrate impact

- Manage, support and set appropriate work plans for the CYP Projects team and ensure all CYP staff are completing project administration
- Manage relationships with funders effectively ensuring services meet funder requirements and reporting is completed in a timely manner
- Understand and implement best practice with regards to children and young people's safeguarding. Follow all internal and external safeguarding procedures to keep children safe.
- Understand and implement Lancashire Mind's policies and procedures, including key policies such as lone working, health and safety and information governance.
- Work with colleagues to identify opportunities to develop this area of work and support colleagues to write funding bids
- Attend internal and external meetings and training, as and when necessary
- Undertake flexible working hours, including occasional weekend and evening work (where possible, working hours don't go above the contracted hours but this is sometimes unavoidable, so we operate a time off in lieu (TOIL) policy, this allows any time owed to be taken back at a later date)
- Travel across Lancashire as required and attend face-to-face team meetings in the office or an alternative location (travel expenses reimbursed, except for usual commute to and from work)
- Undertake other duties, as and when deemed necessary by a Senior Manager.

Please note: Lancashire Mind follows Safer Recruitment practices and have a commitment to safeguarding people who use our services. Therefore, this role is subject to a basic Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work in the UK.

Person specification

We only consider inviting to interview people who show that they possess the required experience, skills and personal attributes, as outlined in the table below. **When completing your application form, please use examples from your professional and personal life to illustrate how you fulfil all the criteria to be assessed at application stage only (A).**

Lancashire Mind is committed to fighting racism and other forms of oppression. We want to be a great employer for all our staff, regardless of their background or characteristics. We recognise that not everyone is the same and that different people will require different support to fulfil their potential. We want to ensure Lancashire becomes a place of greater equity and inclusion. One thing we can do to work towards that goal is to ensure that our staff team is representative of the diverse communities across Lancashire, and particularly those communities we know face mental health inequalities. We particularly encourage applications from those communities and from anyone with experience of living with a mental health condition.

	Criteria	Assessed at application (A) or interview (I)
Qualifications and/or work experience	1. Relevant work experience in a similar role, preferably in schools and/or the charity sector	A
Knowledge and experience	1. Experience of leading projects and services that support children and young people	A and I
	2. Understanding of how schools and colleges operate with the ability to work effectively with schools	A and I
	3. Experience of project management; mobilisation, monitoring projects, managing resources and reporting	A and I
	4. Knowledge and understanding of mental health and the barriers that young people face to achieving mental wellbeing	A
	5. Experience of managing staff and volunteers	A and I

	6. Understanding of safeguarding, professional boundaries, confidentiality and data protection; particularly in relation to children	I
	5. Experience of monitoring and evaluation and demonstrating impact through storytelling	I
Skills, abilities and competencies	1. Excellent communication skills with the ability to build positive, fruitful relationships	I
	2. Skilled in leading and motivating a small team and proactively dealing with any underperformance	A and I
	3. Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages, including video conferencing platforms	A
	4. Ability to work autonomously, manage conflicting demands and pressures and support others to do the same	A and I
	5. Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages, including video conferencing platforms	A
Personal attributes	1. A demonstrable personal commitment to equal, diversity and inclusion; and challenging discrimination	I
	2. Ability to demonstrate flexibility and adaptability in the workplace, including responding positively to change and adjusting approaches as required	A and I
	3. Resilient and committed to promoting mental wellbeing for all	A
	4. Positive, enthusiastic and friendly attitude	I



To apply

If you would like to discuss the job before applying, contact Hannah Holden, Head of Children and Young People, hannahholden@lancashiremind.org.uk

The deadline for applications is 5pm on Friday 4th September 2026

Applications must be submitted using the online application form on our career site - [Lancashire Mind - current job openings](#).

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

If you have any issues with the career site, please email recruitment@lancashiremind.org.uk.

Interviews for this post are scheduled to take place on Tuesday 15th

September 2026. Shortlisted candidates will be notified no later than 8th September. Interviews will be held in-person at the Lancashire Mind office in Leyland.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact our Operations Team on 01257 231660.

What to expect at interview

Shortlisted applicants will be invited to attend an interview, which will usually take place at the Lancashire Mind office in Leyland. Occasionally, they are held at other venues in Lancashire or virtually via Microsoft Teams. Details of the venue and times will be included within the email invite. You can expect the following if you are attending an interview:

- All interviews include a task and set of questions asked by a panel of three people.
- Some interviews include a presentation, which will need to be prepared in advance of the interview. Where a presentation is required, we provide a minimum of 5 days' notice to allow time for preparation. We recommend applicants pencil time into their diary for preparing a presentation, in the event they are shortlisted.
- The interview task is used to test IT skills and the ability to complete a task related to the role being applied for. 30 minutes is allowed for the task, which usually takes place before you meet the panel. There's no need to do any preparation for the task.

- The panel interview will usually consist of between 6 and 8 questions and takes around 30 to 45 minutes.
- We aim to support people to feel as comfortable as possible at interview and are happy for you to ask for clarification on any of the questions asked by the panel, as well as taking a few moments to think about a question before answering. The panel will provide you with a copy of the questions they are going to ask so that you can read them as they are being asked.
- Once the panel have asked their questions, candidates can ask questions about the job and/or Lancashire Mind.
- We can adapt the interview process for individuals where required. There's space on the job application form to request reasonable adjustments.

Lancashire Mind

Unit 7

Balfour Court

Leyland

Lancashire

PR25 2TF

01257 231660

admin@lancashiremind.org.uk

www.lancashiremind.org.uk

Registered Charity Number 1081427