



National Survivor  
User Network

# HOSTED PROJECTS COORDINATOR RECRUITMENT PACK

**CONTRACT: FIXED TERM FOR 3 YEARS**

**SALARY: £24,000 (FTE £30,000)**

**HOURS: 4 DAYS PER WEEK**

**LOCATION: REMOTE WORKING FROM  
THE U.K.**

**DEADLINE: 5PM, 1ST MARCH**

**INTERVIEWS: 21ST MARCH**



From February 2022, NSUN will be hosting Synergi, an ambitious and exciting programme of work at the intersection of mental health and racial justice.

The Hosted Projects Coordinator will be a link between NSUN and Synergi, and to a lesser extent between NSUN and our smaller hosted projects, which include Misery and North East Together. The Hosted Projects Coordinator will also be occasionally seconded to Synergi to support with Synergi's operations, including to support the annual small grants programme.

The Hosted Projects Coordinator role is about building good governance and strong communicative relationships which will enable the operation of Synergi and other NSUN hosted projects. Enabling Synergi to do effective work at the intersection of mental health and racial justice will require a relationship that is transparent, well-organised and mutually communicative, and which also ensures that Synergi has autonomy and decision-making power separate from NSUN. The right candidate will have an interest in building transparent, equitable processes and structures. They will also be someone who can articulate the links between good governance and anti-racist practice in the charity sector.

NSUN and Synergi are at the very beginning of their work together. To that end, we are keen to employ a motivated, innovative person who can make this role their own and share what they learn during the course of it.

## ABOUT THE NATIONAL SURVIVOR USER NETWORK

As a UK mental health charity, we are a network of people and grassroots groups with lived experience of mental ill-health, distress and trauma. We come together to create, challenge and campaign. NSUN is a user-led organisation, and all staff and trustees have lived experience of mental ill-health, distress or trauma.

Over the past 18 months, NSUN has scaled and changed. This is an exciting time to join an organisation which is growing,

# ABOUT SYNERGI

Synergi is a programme of work which focuses on the intersection of racial justice and mental health. In its first phase, which ended in January 2022, Synergi created a knowledge hub, bringing together qualitative and quantitative research methodologies, place-based work, storytelling and network building, in order to reframe, rethink and transform the realities of ethnic inequalities in severe mental illness and multiple disadvantage.

In its second phase, Synergi will be hosted by NSUN, and will be centred on lived experience and community action.

An ambitious and exciting programme of work has been envisioned by Sandra Griffiths from Catalyst4Change and Akiko Hart from NSUN, building on the legacy of the first phase of Synergi. Workstreams will include:

- Remembrance as Resistance: developing a multimedia and digital exhibition and festival programme that will act as a window to community action tackling mental health and racial injustices over the last 40 years in the UK, to reimagine mental health services and support for racialised communities
- Democratising Policy: managing an annual small grants programme to distribute to grassroots campaigning groups working on the intersection of racial justice and mental health
- Building as Abolition: working with and influencing funders to better understand abolitionist work in this space so that it is resourced and elevated
- Creative Spaces: building on the place-based creative and collaborative work which was developed in the first phase of Synergi
- Transformative Governance: embedding ethical and collaborative ways of working within Synergi and beyond it

Funding for Synergi (including this post) has been secured for 3 years from April 2022.

# ABOUT THE ROLE

We recognise this is a multifaceted role and are keen to attract candidates from a wide range of backgrounds. Accordingly, we have listed the essential elements of the role/person specification below, and a range of beneficial elements, recognising that no one candidate will bring everything.

We are looking for someone to join us as soon as possible and the deadline for applications is **5pm on Tuesday 1st March**.

If you have any feedback or questions about this recruitment pack or require it in a different format, please let us know. We can be contacted on [info@nsun.org.uk](mailto:info@nsun.org.uk).

# MAIN TERMS AND CONDITIONS

- **Contract:** fixed term for 3 years
- **Salary:** £24,000, 4 days per week (FTE £30,000)
- **Hours:** 4 days a week (although enquiries about flexible working are welcomed)
- **Reports to:** Ruairi White (Project Manager, Community Constellations)
- **Location:** work from home in the U.K. (NSUN does not have a physical office). Some occasional travel for meetings (travel costs are reimbursed)
- **Holiday:** 28 days in total including bank holidays, rising by 1 day after every year of service to a maximum of 33 days per year
- **Pension and benefits:** NSUN offer an automatic enrolment pension scheme and Employee Assistance programme (EAP)
- **Probationary period:** 6 months
- **Notice period:** 1 week during probationary period; 4 weeks thereafter with an additional week per year after 5 years' service up to 12 weeks
- **Disclosure and Barring:** due to the nature of our work, you will be required to have a check with the Disclosure and Barring Service (DBS) for which NSUN will cover the cost.

# JOB DESCRIPTION

- Work with the NSUN team and alongside Synergi and other hosted projects to develop and embed processes and systems to enable clear and transparent communication and ways of working
- Connect with other organisations/collectives who are incubating/hosting to learn and share good practice
- Synergi Governance Board support including liaising, minutes and attendance at meetings
- Provide ad-hoc support to NSUN hosted projects
- Supporting Synergi small grants programme
- Supporting other Synergi activities as agreed

# PERSON SPECIFICATION

The following skills, knowledge and experience are required to carry out this role. There are some which we have suggested are beneficial but not essential.

## ESSENTIAL

- Lived experience of mental ill-health, distress or trauma
- A good understanding of, and interest in, current work happening on the intersections of racial justice and mental health in the UK
- Experience of supporting and facilitating complex projects with multiple stakeholders and partner organisations
- A perspective on systems change which focuses on naming, challenging and shifting power and privilege
- Ability to work well in as a team (in a group of people) and independently (alone) in order to deliver operational objectives
- Able to learn, adapt and share what has been learned

## BENEFICIAL

- A good understanding of the mental health space at a grassroots, VCSE and/or statutory level
- Experience of grant-making
- A good understanding of charity governance
- Experience in charity, community and/or campaigning organisations, where a focus on systems change has been core to the organization
- Experience of working with board members and other volunteers

# APPLICATION AND INTERVIEW

Please complete and send the following to Zoe Kirby at [info@nsun.org.uk](mailto:info@nsun.org.uk). Please include "Hosted Projects Coordinator" in your email subject line.

Click on the links to download:

1. [Application form](#) (if you would prefer, you are welcome to send us a short video or audio file (no longer than 5-8 minutes), telling us about yourself, your current and previous job roles and any relevant qualifications and/or knowledge, skills and experience.
2. [Equality and Diversity Monitoring Form](#)

Your details will be handled in line with our [Privacy Policy](#).

On completion of all the above documents by 5pm on Tuesday 1st March, we will acknowledge receipt of your application. We regret that late applications will not be considered. You can find out more about us by [visiting our website](#). If you would like to discuss this role in more detail please contact Ruairi White by emailing [ruairi.white@nsun.org.uk](mailto:ruairi.white@nsun.org.uk)

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. We aim to give at least half a week's notice ahead of the interview date.

Interviews will be held online using Zoom with Ruairi White (Project Manager, Community Constellations) and Akiko Hart (CEO) and one other person, to be confirmed, on Monday 21 March.

We will email you a meeting invite, which includes a link to the interview, in advance. We will send you the interview questions the day before.

We will let you know if there is anything in particular that we need you to prepare in advance. Please let us know if you require any adjustments to the interview process for you to participate and we will do our best to accommodate these.

All applicants who attend an interview will be offered feedback. It is not possible for us to give individual feedback if you have not been selected for an interview.

Thank you very much for your interest in this role. We look forward to hearing from you.



National Survivor  
User Network

NATIONAL SURVIVOR USER NETWORK  
KEMP HOUSE,  
152-160 CITY ROAD  
LONDON ENGLAND  
EC1V 2NX

020 7820 8982

INFO@NSUN.ORG.UK

WWW.NSUN.ORG.UK

REGISTERED CHARITY NO.  
113598

COMPANY NUMBER:  
07166851

© NATIONAL SURVIVOR  
USER NETWORK (NSUN)  
2022

