

HEALTHY MINDS MANAGER (REF:314)

RECRUITMENT PACK



Contact us:
recruitment@healthforall.org.uk

Website
www.healthforall.org.uk



Thankyou for your interest in Health for All and the post of Healthy Minds Manager (Ref: 314)

Health for All is a charity created to meet the needs of people in Leeds & Bradford and continues to respond to the changing needs of individuals and communities in Leeds and beyond. We provide a wide range of health-related activities for people unable to access mainstream services. Our services improve the quality of life for all generations.

Our mission is to enable the poorest and most vulnerable communities to overcome the challenges of health and social inequality. Our grassroots approach invests in safe, welcoming community spaces, tailored services built around communities in need, instilling confidence and equipping people with the skills to live happy, healthy lives.

Health for All's vision is health and wellbeing for all, a society free from inequality, poverty and isolation. We have supported individuals and families for over 34 years, with the clear aim of actively redressing health inequalities, tackling its root causes.

Health for all works with people of all ages, from birth to later years. We support individuals, families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects including : giving a child the best start in life; delivering energetic enjoyable activities for children; channeling young people's idealism and energy into positive action; improving mental health through building quality relationships; providing access to volunteering; caring and connecting in times of crisis and enabling older people to retain independence and thrive.

The successful applicant for this post will lead and develop our mental health services, including the Being You Leeds programme and other community wellbeing projects.

This is a key role, responsible for overseeing service delivery, staff management, partnership working and ensuring high quality, person-centred support for individuals and communities.

We hope this pack gives you an insight into Health for All and the role. Good luck with your application and we look forward to receiving it.

To apply for this vacancy please ensure you download the application form and ensure your application is submitted to recruitment@healthforall.org.uk before the closing date.



CLOSING DATE: THURSDAY 14TH MAY 2026 AT 12 NOON



For 34 years, Health for All has strived to achieve our vision of a society free from inequality, poverty and isolation. Our energy and resources are directed to where they are most needed, establishing small health related groups and running warm, welcoming centres in the hearts of disadvantaged communities where people reap the most benefit.

We believe that each person is unique, of immense value, with the right to live a happy, fulfilled life. We feel privileged to place our skills, passion and expertise at the service of local people and communities, helping each individual discover their strength, skills, resilience, talents and achieve their aspirations.

We look forward to developing and enhancing our services in the years ahead and hope you wish to join us on this journey.

Pat McGeever - Chief Executive Officer



ABOUT US

In 1991 South Leeds Health for All was set up with current CEO Pat McGeever appointed as a worker to engage and learn from the many diverse communities in the local area about the issues affecting their lives and, as a result, their health. This mission led to the identification of issues and subsequent research into homelessness, a lack of support for low-income families, pre-school children, isolation of older people and bullying of young people. In 1996, Health for All became a charity and grew from our starting base in a small attic office in Beeston into our current headquarters in Tenants Hall and seven additional local community centres.

Year after year, our ability to deliver more support to diverse groups has grown and now, we're proud to have facilitated the launch and success of over 70 thriving local self-help and community groups stretching across South Leeds, into areas of West, East and North Leeds, and Bradford.

We have supported families for over 30 years, in the belief that everyone deserves the best start in life and we are privileged to have worked with people with learning disabilities, our role being to help them discover and develop their innate skills and talents.

To find out more about Health for All and the work we do please visit our website: www.healthforall.org.uk



OUR WORK

Our work now spans Leeds and Bradford and responds to meet the changing needs of individuals and communities. Our main areas of work include:

- Children, Families and Young People
- Learning Disabilities
- Improving Health
- Community Centres
- Transport
- Employment and Enterprise

Our recent strategic priorities have focused on:

- Investment into community centres
- Upgrading our community transport vehicles
- Funding in Bradford for Breastfeeding and Perinatal support
- Establishing further youth groups
- Weekly Health Hub for the Enhance service in Beeston Village
- New Work and Health trailblazer working with groups.

JOB ADVERT

HEALTHY MINDS MANAGER (REF:314)

- ✦ Are you experienced in leading mental health, wellbeing or community-based services?
- ✦ Can you build strong partnerships across services and organisations?
- ✦ Are you passionate about improving mental health and wellbeing in local communities?
- ✦ Do you want to make a real difference to mental health and wellbeing in the community?

If so, we have the perfect opportunity for you.

Health for All (Leeds) Ltd is seeking a Healthy Minds Manager to lead and develop our mental health services, including the Being You Leeds programme and other community wellbeing projects.

This is a key role, responsible for overseeing service delivery, staff management, partnership working and ensuring high quality, person-centred support for individuals and communities.

As Healthy Minds Manager, you will; provide leadership and development across Health for All mental health services including coordination for the Being You Leeds programme. You will work closely with partner organisations supporting innovative, community-based approaches to mental health ensuring services are safe, effective and impactful.

We are looking for a highly motivated individual who; has the skills and experience to lead mental health and wellbeing services within Health for All, manage teams and budgets, and drive high-quality service delivery, while being passionate about mental health, committed to reducing inequality, and driven to make a meaningful difference in local communities.

Hours: 20 hours per week

Contract Type: Fixed term, funded until March 2028

Salary: £30,000 per annum (FTE) / £17,142.86 actual per annum

Closing Date: Thursday 14th May at 12 noon

Interviews: Tuesday 26th May 2026

We are committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to a DBS check.

JOB DESCRIPTION

HEALTHY MINDS MANAGER (REF:314)

SALARY:	£30,000.00 per annum (full time equivalent) £17,142.86 per annum (actual salary for 20 hours per week)
HOURS:	20 per week
CONTRACT TYPE	Fixed term until 31st March 2028
OFFICE BASE:	Cranmore & Raylands Community Centre
REPORTS TO:	Deputy Chief Executive Officer
RESPONSIBLE FOR:	Being You (Leeds), Live Well Leeds, Bright Horizons, Volunteer and Community Groups
RESPONSIBLE TO:	Health for All management and Healthfor All Trustees

Main purpose of the Post:

- To provide leadership, management and development of mental health services within Health for All, ensuring effective delivery within agreed budgets.
- To effectively monitor service performance and produce regular reports for the Deputy CEO and relevant commissioners.
- To manage service budgets effectively, ensuring financial accountability and working closely with the Finance & Business Planning Manager to maintain budgets.
- To ensure all beneficiaries experience high quality, appropriate and person-centred support that enhances their health and wellbeing.
- To provide effective line management to the staff within the Healthy Minds Services, ensuring appropriate supervision, support, practical assistance and encouragement.
- To act as Lead Community Wellbeing Development Worker for the Being You Leeds service, supporting coordination and delivery of programme activities.

JOB DESCRIPTION CONTINUED

- To work in line with Health for All values, demonstrating commitment, professionalism and a positive approach to Health for All objectives.

Additional Information – Being You Leeds

This post is funded until 31 March 2028 and is partly funded by the Being You Leeds service. The role will work closely with other mental health projects within Health for All.

Touchstone is the lead provider within the Being You Leeds partnership, working in collaboration with local delivery partners Health for All, Barca, Hamara, LS14 Trust, Holbeck Together, and Women's Health Matters, as well as training partners Community Links and Humans Being.

The service supports Leeds residents aged 16 and over to achieve positive mental health by promoting protective factors and reducing risk factors. It aims to enable individuals and communities to better understand and articulate their mental health needs and, where appropriate, access relevant services in a timely and appropriate manner.

The service comprises three core strands:

1. Group work: Delivery of new and existing group programmes using evidence-based approaches, including the Five Ways to Wellbeing.
2. Training: Providing organisations and individuals with the skills and knowledge to support those at risk of poor mental health.
3. Stigma reduction: Challenging mental health stigma and discrimination through group work, one-to-one support, awareness-raising sessions, and wider community campaigns.

Being You Leeds - Key Duties

- To support the delivery of group work including men's groups and suicide prevention focused activities, through new or already established groups, using evidence-based approaches such as Five Ways to Wellbeing.
- To engage organisations and communities across targeted postcodes within the Being You Leeds area to encourage participation in groups and activities enabling them to support their health and wellbeing.
- To undertake required training provided through the Being You Leeds programme, including referral process and monitoring requirements.
- To work collaboratively with colleagues and partners to coordinate, plan, deliver, monitor and evaluate the Being You Leeds project.

JOB DESCRIPTION CONTINUED

- To plan, prepare and facilitate a range of wellbeing activities based on participant interests, which may include, arts, music, outdoor activity, exercise and educational activities such as cooking, to promote conversations and positive mental health.

General Duties All Projects

- To work closely with the Deputy CEO to support the strategic direction of the HFA Mental Health Projects.
- To support the identification of potential funding opportunities to sustain and develop the HFA Mental Health Projects.
- To provide effective leadership and line management, including supervision, appraisals and opportunities for professional development.
- To support staff in completing assessments and developing personalised action plans within agreed timescales.
- To create a positive team culture that promotes collaboration, motivation and high-quality services inspiring staff to fulfil individual and Health for All potential.
- To ensure appropriate staffing levels across services including participation in recruitment in line with Safer Recruitment guidelines.
- To provide regular updates and reports to the Deputy CEO on service activity and performance.
- To attend Health for All managers' meetings and represent the charity at other relevant meetings and events.
- To attend contract monitoring and evaluation meetings and ensure accurate and timely submission of monitoring and performance data in line with contractual requirements.
- To work closely with partner organisations and professionals including but not limited to Live Well Leeds, Better Together workers, local GP practices.
- To support and encourage individuals experiencing vulnerability to access and engage with community-based activities that meet their cultural, linguistic and accessibility needs.

JOB DESCRIPTION CONTINUED

- To promote and support engagement and participation in activities and services.

General HFA Duties

- To represent Health for All at appropriate internal and external meetings.
- To promote services through newsletters, publicity, social media, outreach and other appropriate methods.
- To maintain appropriate professional boundaries at all times.
- To attend training and relevant meetings as directed by the line manager.
- To ensure compliance with Data Protection regulations and GDPR (General Data Protection Regulation) rules.
- To carry out any additional duties required to further support the aims and objectives of Health for All.
- To adhere to all policies including but not limited to Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Equal Opportunities, Health and Safety and other policies.

PERSON SPECIFICATION

STRONGER COMMUNITIES PROJECT - COMMUNITY CENTRE DEVELOPMENT MANAGER (REF:312)

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Relevant qualification in health and social care, social work, community development, counselling, mental health, psychology or related field.	<ul style="list-style-type: none">• Management qualification• Educated to degree level or equivalent field
Ability	<ul style="list-style-type: none">• Ability to motivate and support staff effectively.• Ability to engage effectively with service users, management, staff, partners and commissioners.• Ability to manage competing priorities and deliver to deadlines.• Ability to analyse information, monitor performance and produce clear written reports.• Ability to develop and maintain effective partnership relationships.• Ability to coordinate group based and community wellbeing activities.• Ability to communicate effectively face-to-face and via telephone.• Ability and confidence to deal with people effectively and confidently.• Ability to maintain confidentiality.• Ability to implement awareness of and commitment to Equal Opportunities.• Ability to maintain professional boundaries at all times.	

PERSON SPECIFICATION

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Strong leadership and team management skills. • Excellent communication skills. • Strong organisational and planning skills. • Competence in IT systems including Microsoft office. 	
Experience	<ul style="list-style-type: none"> • Experience of working in a mental health, wellbeing, community development or health related setting. • Experience of managing or coordinating services, projects or programmes. • Experience of line management, supervision and supporting staff development. • Experience of financial monitoring within a funded service or project. • Experience of partnership working. • Experience of monitoring, evaluation and reporting on outcomes and performance targets. • Experience of working to tight deadlines and managing own workload. 	<ul style="list-style-type: none"> • Experience of budget management
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of mental health issues and wellbeing promotion. • Knowledge and understand of safeguarding principles and procedures for children and adults at risk. • Knowledge and understanding of equality, diversion and inclusion for service delivery. • Knowledge of community-based approaches to improving mental health and wellbeing. • Knowledge and understanding of GDPR requirements. 	

PERSON SPECIFICATION

	Essential	Desirable
Attitudes & Personal Attributes	<ul style="list-style-type: none">• Commitment to improving mental health and wellbeing in communities.• Commitment to Health for All values and community-based working.• Non-judgemental, empathetic and person-centred approach.• Ability to work flexibly and adapt to changing service needs.• Commitment to equality, diversity and inclusion.• Commitment to working in ways which challenge discrimination.• Able to think independently and demonstrate a problem-solving attitude.• Positive, proactive and solution focused attitude.	

HOW TO APPLY - RECRUITMENT TIMETABLE

To apply for this role please visit our website: www.healthforall.org.uk to download the application form.

DO NOT send your CV. We will only consider applicants who have submitted an application form.

Send completed application forms to: recruitment@healthforall.org.uk

Any questions you have regarding the role or if you wish to speak to someone informally please email recruitment@healthforall.org.uk to arrange a convenient time.

- **Closing date for Applications: Thursday 14th May 2026 at 12 noon**
- **Interviews: Tuesday 26th May 2026**

Health for All – Right to work in the UK

In order to comply with the Right to Work in the UK requirements and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents at first stage interview.

It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

PRE EMPLOYMENT CHECKS

References

If you are offered the post we will take up references, which are listed on your application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, sickness and disciplinary record. We may ask for additional references if we need to.

On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

DBS & Disqualification checks

Employment at Health for All is subject to DBS check relevant to the role you have been offered. All such checks must be satisfactory before we confirm any offer of appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.

Validation of Qualifications

If you are offered the position and dependent on the role you have been appointed to, you will be asked to bring original certificates of relevant essential qualifications. These will be photocopied and kept on file.

RECRUITMENT STATEMENTS

Child & vulnerable adults Protection

Health for All is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. If appointed to the role you will be required to complete essential training in safeguarding.

Code of Conduct and Personal Behaviour

Health for All believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and beneficiaries.

Equality, Diversity and Inclusion Statement

Health for All is an equal opportunity employer and is fully committed to a policy of equal treatment in relation to all of its employees, staff and job applicants. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. Promoting and delivering Equality, Diversity and Inclusion in the workplace is an essential aspect of good people management. It's about creating working environments and cultures where every individual can feel safe and a sense of belonging, and is empowered to achieve their full potential. We aim to create a culture that encourages people to bring their whole selves to work, and to make sure everyone has the opportunity to develop and progress.

Health for All aim to ensure its centres and services are as inclusive, accessible and welcoming as possible.



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<https://www.facebook.com/HFALEEDSUK/>