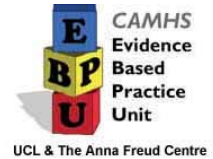




THE ANNA FREUD CENTRE

Project Co-ordinator, Targeted Mental Health in Schools Evaluation Project (TMHSE)



**Child & Adolescent Mental Health Services
Evidence-Based Practice Unit (CAMHS EBPU)
at the Anna Freud Centre (AFC)**

JOB DESCRIPTION

Title: Project Co-ordinator, Targeted Mental Health in Schools Evaluation Project
Reports to: Director of CAMHS Evidence Based Practice Unit
Term of contract: 3 years
Hours of work: Full time (35 hours per week).
Location: The Anna Freud Centre (21 Maresfield Gardens, London NW3 5SD).

The Anna Freud Centre

The Anna Freud Centre (AFC) addresses the emotional well-being of children through Practice and Learning. As a Centre of Practice the AFC is dedicated to developing innovative and excellent treatments and services for children and families. Its services are offered at the Centre and in a range of settings including schools, nurseries, homeless hostels, health centres, Children's Centres, Sure Start projects and prison mother-baby units. As a Centre of Learning the AFC pioneers training and research dedicated to improving understanding of children and young people's emotional problems through training allied and mental health professionals, conducting empirical research and advising practitioners, universities and policy makers. The Centre is affiliated to University College London (UCL), with which it offers three masters degree programmes (one of which is also offered with Yale University), a clinical doctorate and undertakes collaborative research studies.

The CAMHS Evidence Based Practice Unit

The CAMHS EBPU is an academic unit that is part of University College London (UCL) and the Anna Freud Centre. Established in January 2006, the unit actively seeks to promote outcomes-based and evidence-informed practice.

Targeted Mental Health in Schools Evaluation project

Targeted Mental Health in Schools is a major initiative to promote the development of effective means to help children with mental health issues in schools across England. Dr Miranda Wolpert of the CAMHS EBPU is leading a project to evaluate this initiative, working with a range of academic collaborators. The evaluation is funded by the Department for Children, Schools and Families (DCSF) and starts in April 2008.

Job purpose: To co-ordinate the work of TMHSE project.

Principal Duties:

1. Maintaining clear structures for communication and reporting.

2. Overseeing risks and issues.
3. Ensuring tasks are completed in time.
4. Keeping the project within agreed tolerance parameters.
5. Liaising with key individuals and groups.
6. Arranging and minuting meetings as necessary.
7. Travelling to meet with key individuals and groups across England as necessary.
8. Working closely with the Director of Evidence Based Practice Unit to ensure all tasks are achieved.
9. Undertaking direct research work on the project as required.
10. Supervision of research assistants
11. Carrying out other relevant duties as required.
12. Undertaking training and development activities as required for post-holders' own professional development.

To be noted

- This is not an exhaustive list of duties and responsibilities, and the post-holder may be required to undertake other duties which fall within the grade of the job, in discussion with the CAMHS EBP Unit Director.
- This job description will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post-holder.

Health and Safety

It is the duty of every employee to take reasonable care for the safety of him/her and others, including the use of necessary safety devices and protective clothing, and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act.

Confidentiality

The post-holder is required to keep confidential all information and documentation relating to either a member of staff, a patient or NHS business with which he/she comes into contact. All staff are expected to comply with the requirements of the Data Protection Act.