**Quality, Performance and Inclusion Senior Officer**

Leeds Mind is the city’s leading mental health charity with a turnover of approximately £3m each year. The Operations Management Team is at an exciting point in delivering strategic priorities with the development of existing and new services across West Yorkshire. This role is pivotal in supporting the Operations Team and wider organisation to progress, demonstrate impact and engagement.

This is an opportunity for a solution focussed intuitive individual to make a real difference in progressing Leeds Mind strategy. The postholder will be the first point of contact for key performance information (KPIs), data analysis and reporting and develop quality, assurance, performance, safeguarding and inclusion work streams across the organisation.

**Essential Skills and Experience: (5 or 6 points from the person specification)**

* High level of IT skills, proficient with a wide range of Microsoft Office programmes (Word, Excel, Outlook, PowerPoint, CRM Database) including using formulae, visually appealing formats to present information for a variety of audiences.
* Excellent skills in data collection, analysis and problem solving.
* Organisational risk management, safeguarding, information governance/ data protection.
* Engaging with a range of stakeholders, coproduction and working with service users
* Implementing processes, managing information systems and working with quality assurance frameworks and measures
* Strong project management skills with a track record of delivering performance against agreed objectives.

Hours - Full Time (37 hours per week)

Scale - NJC Scale PO1 points 27 to 30. Salary increases to point 30 incrementally on an annual basis

Salary - £31,346 - £34,728 per annum. Salary increases to £34,728 incrementally on an annual basis.

Contract – Permanent

**Closing Date: 4/8/2021 @ 12 noon**

**Interview Date: 12/8/2021**

The role is based at Clarence House, Clarence Road, LS18 4LB.

Application forms and further details can be obtained by going to our website at [www.leedsmind.org.uk](http://www.leedsmind.org.uk)

For an informal discussion about these posts prior to applying please Tel: 0113 3055800 and speak to Lucy Hancock.

Successful candidates will be required to undertake a right to work in the UK check as well as a standard DBS check. Leeds Mind is an Equal Opportunities employer

Reg charity number: 1007625