# Bath_Mind_Logo_RGB

**Job Specification**

**Job Title** Deputy Manager/Wellbeing Practitioner CSF B&NES

**Reports to**  Service Manager CSF

**Contract type** Permenant

**Hours of work** 37.5

**Salary**  £29,500

About the Community Service Framework

**Context**

We are the Third Sector Alliance, working across the sector together with Avon and Wiltshire Mental Health Partnership NHS Trust and Oxford Health Foundation NHS Trust to provide accessible, responsive, and inclusive mental health support across the local area, as part of the national Community Services Mental Health Framework.

This system-wide transformation will redesign how community mental health services are delivered and experienced, placing communities and individuals at the heart of what we do and how we do it.

The Community Service Mental Health Framework will sit alongside and compliment those provided by primary and secondary care. This is all about GP surgeries, hospitals and the third sector working together so anybody who needs a service sees the right person at the right time, through a single point of entry. Together, we’re making sure we’re walking alongside people who need support every step of the way, making sure they are ok, making sure they’re accessing relevant support and then thinking about their next steps.

This delivers against the NHS’s vision for mental health care and support through more local, community mental health services and how community services should offer whole-person, whole-population health approaches.

Our Vision is to create services where people are recognised, valued, and supported. The same is true of our workplaces. We pride ourselves on our welcoming, inclusive, and safe spaces to work.

**Purpose**

The Community Services Mental Health Framework (CSMHF) Deputy Manager/Wellbeing Practitioner role is an exciting opportunity work as part of a new community-based service, commissioned by BSW ICS across Bath & NE Somerset, Swindon and Wiltshire. This post will be based in B&NES and will align to the other services in each area delivering a hybrid of community and remote support, working remotely with each other to scope and develop the model. The service is focused on supporting people from 16yrs upwards across Community, Primary and Secondary care pathways. The role will lead on a holistic assessment, offering emotional and practical support based on the 5 Ways to Wellbeing and developing safety plans, while also supporting engagement with other system partners as part of the Multi-Disciplinary Team (MDT). System partners include - PCN’s (Primary Care Networks), AWP (Avon & Wiltshire Partnership), Oxfordshire Health and Voluntary Sector to promote and deliver services and achieve the model outcomes.

As a Deputy Manager you will ensure we provide aligned Primary, Secondary and Third Sector mental health support across the Bath and North East Somerset, Swindon, and Wiltshire (BSW) health and social care footprint. You will deliver third sector mental health services in B&NES, helping the Third Sector Alliance develop new service models and ways of working. This is an exciting opportunity to establish and be a part of the leadership of a new team to deliver key elements of the Community Services Mental Health Framework.

The service will promote independence and wellbeing and support those to achieve their goals from a strengths-based approach. This Wellbeing Practitionar part to this role will provide the initial introductions to identify the persons needs and use the recovery model to develop self-confidence and move towards the persons identified goals Working with the person, the other Wellbeing Pratitioners and the CSMHF Peer Support workers to access relevant organisations and agencies to provide a collaborative service.

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community. Since then we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**Overall and Specific Responsibilitys**

* Support the Service Manager with the recruitment of a small, diverse team including a mix of Wellbeing Practitioners, Peer Supporters, Peer group facilitators, Asset-Based Community Developers and Counsellors.
* Support the development of the team in delivering recovery-focused, high-quality, safe and person-centred care, delivering great outcomes for people using services and informing the future direction of CSMHF and Commissioning.
* Supervise Peer Support Workers and Wellbeing Practitioners and offer one-to-one support/debrief meetings when needed by the team.
* Promote the service by linking in with external agencies to build relationships and promote the service offer, coordinate referrals into the service, and liaise and network with relevant statutory and third sector organisations. Facilitate meaningful two-way dialogue with key stakeholders.
* Work with the person to identify their recovery pathway to move towards their goals, maintaining a person centred, flexible approach walking alongside the person, implementing interventions/safety plans.
* Work flexibly, in the community and remotely to meet the service needs, responding to referrals within in service timeframes.
* Ensure ICT systems and data recording systems are used appropriately in line with policies and procedures. Work with colleagues to ensure effective internal systems including but not limited to maintenance of records and GDPR compliance
* Carry out work in accordance with policies and service procedures, current legislation and quality standards. Be prepared for, attend, and engage in staff meetings, supervision, appraisal and training as agreed with your line manager
* To stand in for the Service Manager when needed.
* Champion innovation and lead the implementation of enhancements to services, and support the implementation of change, best practice and continuous improvement.
* Establish effective working relationships with key referrers including the Primary Care Networks in your area, facilitating meaningful two-way dialogue with key stakeholders.
* Understand and build upon local assets and resources, to enable holistic and flexible place-based support structures that are responsive to local needs
* Ensure all staff are supported and developed through on the job coaching, individual supervision, group supervision and appraisals, identifying and promptly addressing learning and development needs
* Understand and support regular outcome reports demonstrating the effectiveness of the service and highlighting gaps in provision

**Communication Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of the service at all times

To liaise with users of other services as required

To maintain positive working relationships with other employees and volunteers of the Community Service Framework and of Bath Mind.

To attend supervision, appraisals and team meetings

To attend training and relevant courses for professional development

**What can you bring to the transformation?** If you are a proactive change-maker who enjoys big challenges and rewarding work, we can offer a collaborative, supportive working environment, and the opportunity to be at the heart of creating new systems of care and support which go beyond the job description. Staff will also benefit from;

* Competitive salary, pension scheme and career progression opportunities.
* 25 days annual leave plus 8 days bank holiday entitlement (pro rata for part time staff).
* Ongoing training and development opportunities (including CPD accredited training).
* Working for a flexible employer that places wellbeing at the heart of what we do, and how we do it.
* Team away days to support a culture of wellbeing and teamwork.

**Conditions of employment**

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check and references.

The safety and wellbeing of our workforce and people accessing our services is our priority, which is why it is now a condition of employment for anyone joining us that they have had the recommended coronavirus vaccine by the NHS.

**Person Specification**

 **Essential Criteria**

* A solid understanding of how mental health services are currently delivered and fresh ideas as to how services can respond to individual needs and aspirations, that place individuals at the heart of services
* Experience and knowledge of working within mental health, supporting individuals experiencing a range of mental health problems and meeting their individual needs, possibly with training in an allied field such as counselling, mediation, advocacy or social work
* A willingness to be involved with assessing, planning and monitoring services and interventions, to evidence recovery and service outcomes, including reporting requirements and risk management
* Supporting the leadership and management of a dispersed team across multiple sites, including recruiting and managing performance, within the health and social care sector
* A good understanding of recovery principles and the role of mental health services in the delivery of care
* An understanding of a range of skills and interventions linked to wellbeing and recovery practice e.g., counselling, community signposting etc and their role in supporting recovery and resilience
* Well-developed listening skills and effective verbal communication skills, such as being able to engage appropriately with people, carers, colleagues, statutory and voluntary agencies, both face to face and by telephone.
* Experience supervising a team and a willingness to take part in activities which support team working across geographical and organisational boundaries
* A knowledge and commitment to service users’ rights, confidentiality, and equal opportunity/diversity issues
* A commitment to the participation of people accessing our services in decision-making processes
* Well-developed written communication skills, with the ability to produce letters, written reports, maintain accurate records and record required statistical information
* A commitment to ongoing personal development and training
* Experience of dealing with and reporting Incidents/Accidents/Near Misses and safeguarding reporting