# Bath_Mind_Logo_RGB

# Job Specification

**Job Title** Community Wellbeing Support & Development Coordinator

**Reports to** Community Wellbeing Manager

**Contract type** Permanent

**Hours of work** 37.5 PW

**Salary** £14.22 PH

**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.

**About Bath Mind’s Wellbeing Service**

Our wellbeing Service support hundreds of people across B&NES in creating new connections and support systems. We have an array of activities and projects within our Wellbeing Groups Service, as well as collaborative wellbeing projects in the community.

Each group is supported by at least one Bath Mind staff member and/or volunteer, who facilitate the group and support individuals with their wellbeing needs.

**Overall Responsibilities**

* To work within Bath Mind's vision, mission and values, complying with policies and procedures.
* To facilitate and develop an evolving social group or groups and linked activities for people who seek support to manage and improve their wellbeing.
* To work with staff, members and volunteers and move away from a traditional drop in centre to provide a service that is responsive to the needs of a wider community.
* To support people who attend the group(s) to achieve their full potential as individuals and as a group.
* To supervise staff and volunteers attached to the group(s).
* To increase and diversify the number of people gaining support from the group(s) by promoting the service widely, including a presence at events such as World Mental Health day.
* To record relevant information and statistics required to measure progress against outcomes set by funders.
* To develop and maintain good working relationships with other Bath Mind services and external agencies, signposting clients and working collaboratively to improve service provision.
* To promote and support volunteering within Bath Mind and progression to other volunteering opportunities or employment.

**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 Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Specific Responsibilities**

* Processing new referrals into the Wellbeing Service, to include carrying out risk assessments and identifying suitability for a service
* Maintain the Lamplight data base of member information, including referrals, risk assessments and routine contacts
* Facilitate weekly groups, working alongside Bath Mind staff, group members, volunteers and external trainers
* Support the development of new groups with a specific client focus, i.e. eating disorders, working alongside clinicians in delivery
* Support and assist members to maintain and develop life skills and build resilience to mental ill health, signposting where relevant
* Facilitate members to live in the community and work towards, achieve and maintain their definition of recovery, measured by evaluation outcomes
* Complete evaluations with clients at the start of service and every 6 months to help measure change
* With group members, volunteers and staff, reflect and report on the effectiveness of activities delivered and review activity programmes accordingly, in conjunction with the members’ panel
* Facilitate regular group meetings
* Work closely with Bath Mind’s Business Manager to support funding applications, assisting with the delivery of testimonials and case studies to promote Wellbeing Services
* Provide regular supervision, support and annual appraisal to volunteers and Wellbeing Staff where applicable
* Follow safeguarding protocols and procedures
* Promote and support ending mental health discrimination
* Participate in Bath Mind’s Core Training requirements

**Benefits**

25 day’s holiday per year (pro rata) + Public and Bank Holidays

Emergency Assistance Programme

Workplace Pension Scheme

Free membership to the [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

Eligibility for charity discount via Blue Light Card

**Person Specification**

**Essential Criteria**

**•** A good level of general education

• Good verbal and written communication skills that are adaptable to the audience

• A successful work background that demonstrates excellent personal and professional organisation skills

• An understanding of the issues facing people with mental health struggles

• Competence and confidence in supporting groups

• Experience of working within clear and appropriate boundaries

• Experience in developing partnerships and working collaboratively

• Experience in monitoring and evaluating projects, assessing the quality of both process and product

• The ability to develop and work within good health and safety policy and practice

• Knowledge of community development issues across Bath & North East Somerset

• Knowledge of Health and Social Care and the changing political environment

• Commitment to and understanding of confidentiality, equality and diversity issues and protecting vulnerable adults

• A current first aid certificate or willingness to gain one

• A personal philosophy that is in tune with the vision and values of the charitable sector and social enterprise

• The ability to work flexibly including evenings and weekends at times

• A positive personality with the social and interpersonal skills to engage with others

• Reliable and self-motivated with the ability to work on own initiative

• Being sensitive to others and non-judgmental

• Experience of record keeping

**Desirable Criteria**

• Mental health first aid or basic mental health awareness training

• Ability to undertake risk assessments of individuals

• Experience of recruiting and managing volunteers

• Adult training / teaching qualification

• Experience of working in the charitable sector

• Course creation and presentation skills

• Experience of responding positively/creatively to challenges and changes

• Experience of fundraising successfully

• Car driver preferable