# Job Specification

Job Title: Wellbeing Group Coordinator and Development Officer

**Salary:** £14.86 per hour

**Hours of work:** 16 hours per week that will always include a Tuesday and Thursday evening

**Contract type:** Fixed Term 12 months

**Reports to:** Wellbeing Manager

**Location:** Community based

# About Bath Mind

Bath Mind are a local and independent mental health charity working across Bath & North East Somerset. While we are affiliated to the national Mind charity, we receive no direct funding from the national charity and work independently to develop our own services that suit local needs.

Established in 1998 by a group of people with lived experience of mental illness, we work tirelessly to provide support, information, advice, and activities for individuals in our community. We are in contact with thousands of individuals annually to support them with a greater understanding of their mental health, focusing both on preventing mental ill health and improving mental wellbeing.

# About the wellbeing service

Our Wellbeing Groups support people across Bath and North East Somerset in creating new connections and support systems.

Activities are based around the 5 Ways to Wellbeing and people are supported with many aspects of their lives which contribute to their overall wellbeing, empowering them to improve and maintain their mental health.

# Overall responsibilities

#### To work within Bath Mind's vision, mission, and values, complying with policies and procedures.

#### To facilitate and develop groups and activities for people who seek support to manage and improve their wellbeing.

#### To support people who attend the group(s) to achieve their full potential as individuals and as a group.

#### To supervise 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.

# Communications

* 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 always promote positive perceptions of Bath Mind
* 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

* Supporting the facilitation of Bath Minds Hopespace evening group on a Tuesday between 6pm and 8pm, working with adults struggling with poor mental health to build connections and create a routine in their week.
* Supporting the facilitation of Bath Mind’s Football Group on a Thursday between 5.30pm and 6.30pm, offering valuable mental health support and signposting for players who need it.
* Processing new referrals into the Wellbeing Service, to include conducting 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. This will include two evenings each week, finishing no later than 8pm
* 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.
* 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.
* Gathering of testimonials and case studies to promote Wellbeing Services and to increase funding opportunities
* 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 + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Clinical Supervision

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

# Our Inclusive Recruitment Commitment

Bath Mind is committed to encouraging Equality, Diversity, Inclusion and Equity (EDIE) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDIE allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

# Lived experience

Whilst we welcome lived experience and encourage our staff to look after their wellbeing, we are unable to recruit new employees who have accessed our services within the last 12 months in the best interests of staff and the people we support.

# 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
* The ability to develop and work within good health and safety policy and practice.
* Knowledge of community development issues across Bath & Northeast 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
* 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 managing volunteers
* 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

If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

A DBS check and two references are required prior to the appointment of the successful candidate.