# **Job Specification**

**Job Title:**  Wellbeing Group Coordinator and Development Officer

**Salary:**  £28,977.00

**Hours of work:** 37.5 hours per week

**Contract type:** Permanent

**Reports to:**  Wellbeing Service Manager

**Location:**  Bath Mind office and community based

**About Bath Mind**

Bath Mind are a local and independent mental health charity working across Bath & Northeast 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.

**Overall Responsibilities**

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

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.

To work within Bath Mind’s confidentiality policy, applying the principles of data protection and record-keeping and data-sharing.

To adhere to Bath Mind's policies and procedures in boundaries, confidentiality and safeguarding vulnerable adults.

To work in accordance with health and safety legislation ensuring you are aware of your personal responsibility for health and safety.

Refer all identified safeguarding concerns to the B&NES Safeguarding team/police and designated safeguarding lead.

To ensure high quality and consistent standards of service and excellent customer service.

To work flexibly and demonstrate an adaptable approach.

To carry out any other duties commensurate with the role as required.

**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 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
* Promote and support ending mental health discrimination.

**Specific Responsibilities**

* 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 and develop 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**
* 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).
* 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.
* Participate in Bath Mind’s Core Training requirements.
* Support Bath Mind’s Engagement & Participation process and integrate the principles across the organisation.

**Benefits**

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

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

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

**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 the criteria we welcome you to submit an application.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

**Essential Criteria**

* A minimum of 2 years’ experience working in community mental health services.
* An approach that is non-judgemental, non-discriminatory, and empathetic.
* A clear understanding of equal opportunities.
* A clear understanding of a person-centred support.
* Competence and confidence in communicating with individuals in crisis.
* A good knowledge of safeguarding.
* 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
* A positive, proactive approach.
* Experience of responding positively/creatively to challenges and changes
* Experience in developing partnerships and working collaboratively.
* A personal and professional philosophy which aligns with the vision, mission, and values of Bath Mind.
* Excellent verbal and written communication skills, including listening skills.
* The ability to work flexibly including evenings.
* Knowledge of, and compliance with GDPR.
* Confident and competent IT user.
* Commitment to continuing professional development.

**Desirable Criteria**

* Mental health first aid or basic mental health awareness training
* Ability to undertake risk assessments of individuals.
* Experience of working in the charitable sector
* Course creation and presentation skills
* Car driver
* Experience of managing volunteers

A DBS check and references are required prior to appointment.