**NEWPORT MIND**

**JOB DESCRIPTION**

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| **TITLE:** | Volunteer Coordinator |
| **RESPONSIBLE TO:** | Children, Young People and Families Service Manager |
| **GRADE:** | NJC 15 £23,953 |
| **HOURS**: | 37 Hours p/w |
| **CONTRACT:** | Fixed Term to 31ST October 2022 (subject to funding) |

**PURPOSE OF POST:**

This post will support the Wellbeing Ambassador project, which recruits, trains, and engages with young volunteers aged 14-25 years.

This project champions co-production and the participation of young people in all aspects of service design, delivery and evaluation; highlighting the power of the voice of young people and those with adverse experience and challenges.

We are looking for a person with experience of working with young people, delivering training to young people and a person that can inspire and empower young people to engage in social action and campaigning to improve their local communities and those in need of mental health services.

This role will focus on the following outcomes:

1. Young people aged 14-25 are engaged in volunteering with Newport Mind, improving their wellbeing.
2. Young people in Newport receive timely support for their mental health.
3. Professionals are trained by the Wellbeing Ambassadors to improve how they speak to young people about mental health.
4. Young people will have accessible information about mental health.

This is an established project that will continue to thrive with an enthusiastic and passionate person, who will continue the development of the volunteering opportunities we provide to young people here at Newport Mind.

**PRINCIPAL RESPONSIBILITIES:**

1. Recruit and train young people as Wellbeing Ambassadors, from diverse backgrounds including young people in poverty, young men, BAME and LGBTQIA+ young people.
2. Support Wellbeing Ambassadors to deliver community-based Peer support groups and Social Activity groups to young people aged 10-18 years.
3. Support Wellbeing Ambassadors to deliver PEERS training to professionals by coordinating all planning and delivery necessary.
4. Support Wellbeing Ambassadors to host a podcast to improve awareness about mental health and create a community of young people that are informed and can challenge the stigma around mental health.
5. Support engagement of Wellbeing Ambassadors in at least 3 social media or fundraising campaigns a year, reaching thousands of young people across Newport and beyond.
6. Produce and deliver presentations, workshops and training at conferences and other events to influence key stakeholders on policy development and funding opportunities to support the sustainability of the project.

**EXPECTATIONS**

1. To work in line with, and to support the delivery of, the vision, mission, values and goals of Newport Mind and to be a champion for Newport Mind at all times.
2. Adhere to and work within all the policies of Newport Mind and funders where required, such as child protection policy, protection of vulnerable adults, confidentiality and data protection policies, and the policies contained within the employee handbook.
3. To actively participate, engage with, and respond to, Newport Mind’s supervision and appraisal processes.
4. To attend and positively contribute to Newport Mind meetings and other meetings as required.
5. To attend and positively contribute to Newport Mind training as required.
6. To actively contribute to a positive, supportive and constructive working ethos, relationships and environment with Newport Mind, partner organisations and other organisations.
7. To contribute to making Newport Mind a greener workplace.
8. To support and contribute to our overall aim of the participation people with experience of mental health problems Mind and to be committed to working alongside people with experience of mental health problems, as colleagues, (paid & unpaid) experts and campaigners.
9. To be flexible, adaptable and undertake other work that supports the aims of Newport Mind, the aims of the project and the aims of Mind.

**Disclosure and Barring Service Check**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job, each point should be addressed in your application form. The second column indicates whether the characteristic is essential (E) or desirable (D).

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| **Experience** | |
| 1. Experience of working with young people and communities. 2. Experience of providing wellbeing and practical support to young people to enable them to make the most of the opportunities that they are accessing. 3. Experience of recruiting and training volunteers 4. Experience of working with young people using approaches of co-production and participation | E  E  E  E |
| **Skills/Abilities** | |
| 1. Able to involve young people in activities in creative and engaging ways 2. Able to address barriers that prevent young people from becoming involved in volunteering and activities 3. Able to work alongside young people especially young people in poverty, young men, ethnic minorities and LGBTQIA+ communities of Newport in a way that promotes their rights, dignity and independence. 4. Able to communicate effectively to a high standard, and adjust communication styles to suit various audiences 5. Able to work independently and as part of a number of teams and partnerships. 6. Knowledge of evidence-based approaches to early intervention services for young people with mental health problems including self-management, peer to peer support and transitions. 7. A working knowledge of the UN Convention on the Rights of the Child | E  E  E  E  E  D  D |

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| **Equality and Diversity** | |
| 1. Able to understand and respond to the impact that disadvantage, inequality, stigma and discrimination have on individuals, communities and groups.      1. A commitment to working alongside people with mental health problems or experience of mental health problems as colleagues. | E  E |
| **Education and** **Training** | |
| 1. A relevant degree or equivalent experience suitable to the role. | E |
| **Other Requirements** | |
| 1. A commitment to acquiring the skills, knowledge and understanding, through training and other opportunities 2. Willingness to be flexible in meeting the needs of people with mental health problems, the needs of Newport Mind and the needs of the project as appropriate to the role. 3. Commitment to the Welsh Language in the delivery of the project. 4. A clean driving licence and access to a car | E  E  E  D |

We will consider any reasonable adjustments under the terms of the Equalities and Human Rights Act, to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post and to attend an interview.

The Job-holder will ensure that Newport Mind's policies are reflected in all aspects of his/her work, in particular those relating to;

1. Child Protection and the Protection of Vulnerable Adults
2. Equalities and Human Rights
3. Health and Safety
4. Data Protection.