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**NEWPORT MIND**

**JOB DESCRIPTION**

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| **TITLE:** | Whole School Approach (WSA) Project Coordinator |
| **RESPONSIBLE TO:** | Children, Young People and Families (CYPF) Service Manager |
| **GRADE:** | NJC 24- £29,174 |
| **HOURS:** | 37 Hours - Fixed Term until 22nd of August 2023 |

**PURPOSE OF POST:**

The role of the WSA Project Coordinator is to coordinate the delivery of Newport Mind’s WSA to Mental Health Project. This will be achieved through the management of school partnerships, providing staff supervision, and enabling and supporting the delivery of a range of mental health interventions to schools.

The WSA Project provides person-centred mental health support services to young people (aged 10-18) and the wider stakeholders of primary, secondary and alternative education provisions across Newport. This is achieved through the delivery of focused and school-wide interventions to young people, with the possibility of further intervention delivery for staff, parents and carers, depending on the needs identified by individual schools.

This role is part school-based and part work from home with school outreach.

**PRINCIPAL RESPONSIBILITIES:**

1. To coordinate and supervise a team of project workers; supporting them to deliver a range of focused and school-wide mental health and wellbeing interventions to primary, secondary and alternative education provisions across Newport.
2. To maintain positive working relationships with schools to ensure high quality service delivery, monitoring and review of school-funded contracts, and strengthening of referral pathways.
3. To ensure the project adheres to a budget that implements cost-saving measures, while working with the CYPF Service Manager to source sustainable funding opportunities for the project.
4. To monitor and evaluate the progress and quality of the project and develop reporting for stakeholders and funders as required.
5. To attend referral meetings, process referrals to WSA services and manage a waiting list of clients..

**FURTHER RESPONSIBILITIES:**

1. To develop and deliver targeted person-centred one-to-one and/or group support to young people with a focus on building mental resilience through providing techniques for staying well and managing personal and educational transitions.
2. To monitor the progress of service users and service delivery by collecting evaluation data at regularly determined intervals, including wellbeing assessments, distance travelled tools and satisfaction surveys.
3. To take responsibility, with support and direction from the CYPF Service Manager, for the following:
   1. Managing a caseload of young people, that will include service delivery planning, reviewing case progress, determining case closure and recording client-data using an online database.
   2. Complying fully with safeguarding procedures in line with Newport Mind and schools safeguarding policies.
   3. Complying fully with up to date GDPR requirements including the storing of all physical evaluation data securely in locked cabinets and ensuring electronic data is password protected.
   4. Contribute to the production of evaluation reports and other publicity material about the project to distribute and publicise to key stakeholders, local, regional and national forums
4. To work closely with statutory bodies so that the project creates synergy with, and does not duplicate, statutory services, developing close links and good working relationships with services for young people such as in education, social services, health and the community.
5. To ensure that the project links in and adds value to appropriate local, regional and national plans, strategies or initiatives including the Welsh Government framework guidance on embedding a whole-school approach to mental health and emotional well-being in schools.
6. Work imaginatively and creatively with young people, volunteers, and school community members to effectively achieve the objectives 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 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, the Newport Mind supervision, external supervision and appraisal processes.
4. To attend and positively contribute to Newport Mind and Project meetings and other meetings as required.
5. To attend and positively contribute to Newport Mind and 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, including within Newport 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 work to support the aims of the project and Newport Mind, including travel to deliver support to schools in the community.

**Criminal Records Bureau 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 managing/supervising a team of project workers 2. Experience of coordinating a project; particularly involving the delivery of mental health support services and/or services within an education setting. 3. Experience of report writing and budgeting for a project. 4. Experience of providing support to children, young people and families, including one-to-one and group support, to children and young people in schools. 5. Experience of providing direct support to young people with mental health problems. 6. Experience of working in partnership with other professionals and agencies to deliver a service 7. Experience of implementing and integrating research, evaluation and monitoring systems and frameworks into working practice. 8. Direct or indirect experience of mental health problems. | E  E  E  E  E  E  D  D |
| **Skills/Abilities** | |
| 1. Able to build appropriate relationships with young people to build trust and encourage long-term engagement 2. Able to confidently deliver support, interventions, and workshops to a variety of audiences and groups, adjust approaches as needed. 3. Able to network and build effective working relationships with a spectrum of individuals, groups and organisations. 4. Able to work successfully on your own initiative and as part of a number of teams and partnerships. 5. Able to organise and prioritise own workload effectively to meet job and project objectives. 6. A good knowledge and understanding of mental health and wellbeing for individuals, families, and communities including the wider context, such as education, services, legislation, policies and strategies. | E  E  E  E  E  E |
| **Equality and Diversity** | |
| 1. Able to identify, understand and respond to the impact that disadvantage, inequality, stigma and discrimination have on individuals, communities and groups. 2. 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. 2. Training relevant to the role such as mental health, parenting, working with families and service development | E  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 children with mental health problems, the needs of Newport Mind and the needs of Schools and Families as appropriate to the role. 3. A commitment to the ethos and values of Mind and Newport Mind. 4. A clean driving licence and access to a roadworthy car. | E  E  E  E |

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

(ii) Health and Safety

(iii) Data Protection