**NEWPORT MIND**

**JOB DESCRIPTION**

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| **TITLE:** | Wellbeing Adviser x 2 |
| **RESPONSIBLE TO:** | Wellbeing Adviser Service Coordinator |
| **GRADE:** | NJC 12- £24,496 |
| **HOURS**: | Full Time- 37 Hours |
| **CONTRACT:** | Fixed Term to 31/01/2024, dependant on continuation funding |

**PURPOSE OF POST:**

We are excited to provide a brand-new Wellbeing Adviser Pilot Service at Newport Mind, funded by National Mind, Children in Need and Deloitte. Three Local Minds (one in Wales and two in England) have been selected to provide this new service, launching in January 2023.

This Service will support Wellbeing Advisers to work in one-to-one partnerships with individual young people (aged 11-24) who are struggling to get support for their mental health.

The Wellbeing Advisers will work in equal partnership with young people, helping them to understand and navigate relevant local provision (both mental health and relevant non-mental health provision), and to make choices about the support that is right for them, whether this is provided by their local Mind or other local community organisations.

The intended outcomes of the service are to:

* Increase young people’s confidence and ability to manage their mental health
* Improve young people’s mental health outcomes
* Increase and strengthen young people’s support networks
* Empower young people to influence and lead mental health support for their peers.

We are looking for a person with experience of working with young people to support mental health and wellbeing, ideally with a knowledge of support services in Newport.

**PRINCIPAL RESPONSIBILITIES:**

1. Provide support to children and young people aged 11-25 to access services that support mental health and wellbeing.
2. Seek to support young people from socio-economically deprived communities, racialised communities and those who are digitally excluded.
3. Work with children and young people accessing the Service to create a personalised, tailored, and flexible wellbeing journey that connects them into the right support, whether this is support provided by the local Mind or others in the community.
4. Manage own caseload and referrals received into the Service.
5. Report to the Wellbeing Adviser Service Coordinator and assist with monitoring and evaluating the Service in line with the funding agreements.

**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 providing children and young people mental health/wellbeing services, including 1:1. This should include experience in providing advice, advocacy, information and support for young people’s mental health and wellbeing. 2. Experience of partnering with healthcare providers to achieve positive outcomes for service users. 3. Prior knowledge and experience of working with safeguarding requirements, including for children and young people. 4. Direct or indirect experience of mental health problems. | E  E  E  D |
| **Skills/Abilities** | |
| 1. Confidence in delivering services remotely including using a variety of IT platforms. 2. Passionate about adolescent mental health and wellbeing. 3. Able to motivate young people to engage in mental health and wellbeing activities. 4. Able to actively listen. 5. Able to explain and support the young people’s navigation of the various pathway options and to promote autonomy. 6. Able to self-reflect and identify recommendations or areas for improvement for the Service. 7. Able to work flexibly- including evening work (usually between the hours of 4-6pm). | E  E  E  E  E  E  E |

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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. Ability to deliver the Service in Welsh (please outline your ability to speak Welsh in the application) 3. A commitment to the ethos and values of Newport Mind. 4. Ability to begin the role by 23rd January 2024. 5. A clean driving licence and access to a car. | E  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.