**NEWPORT MIND**

**JOB DESCRIPTION**

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| **TITLE:** | Wellbeing Adviser Service Coordinator |
| **RESPONSIBLE TO:** | Children, Young People and Families Service Manager |
| **GRADE:** | NJC 21- £28,900 |
| **HOURS**: | Full Time- 37 Hours |
| **CONTRACT:** | Fixed Term to 29/02/2024, 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 a passion and experience of working with young people to support mental health and wellbeing, along with skills for project coordination and supporting staff.

**PRINCIPAL RESPONSIBILITIES:**

1. Leading the set up and for managing delivery of the Service, including:
   1. Mapping existing community assets and relevant local provision
   2. Raising awareness of the opportunity
2. Working with local partners to integrate the Service locally and to set up referral pathways
3. Targeted promotion of the Service, ensuring priority groups are reached and enabled to engage with the Service
4. Managing use of the Equity and Activity Funds as part of the Service
5. Coordinating referrals and booking in sessions
6. Line management of the Wellbeing Advisers roles

**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 partnering with healthcare and relevant providers to achieve positive outcomes for service users. 4. Experience of project coordination/ management. 5. Direct or indirect experience of mental health problems. | E  E  E  E  D |
| **Skills/Abilities** | |
| 1. Able to manage project related budgets/ funds. 2. Able to work in partnership with agencies to support referral pathways for support. 3. Able to communicate effectively to a high standard and adjust communication styles to suit various audiences. 4. Knowledge of services available to young people to support mental health and wellbeing. | 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. 2. Able to work flexibly- including evening work (usually between the hours of 4-6pm). | E  E  E |
| **Education and** **Training** | |
| 1. A relevant degree or equivalent experience suitable to the role. | E |
| **Other Requirements** | |
| 1. A commitment to acquiring 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. Ability to deliver the Service in Welsh (please outline your ability to speak Welsh in the application) 4. A commitment to the ethos and values of Newport Mind. 5. Ability to begin the role by 23rd January 2024. 6. A clean driving licence and access to a car | E  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.