



the arts for mental health
the multi award winning user led social enterprise

Job Description

Community Development Worker

Job Title: Community Development Worker

Salary: £25,618 per annum pro rata (salary will be 0.6 x £25,618) & 3% contribution to pension

Hours: 21 hours per week, including the core days of Tuesday and Thursday

Work Location: Sound Minds, 20-22 York Road, SW11 3QA

Reports to and is accountable to: Sound Minds CEO

Length of contract: To 31/3/27, renewable depending on funding

Responsible for: Management and supervision of volunteers and those working in sessional roles

Sound Minds is a user led charity channelling the power of creativity and peer support to improve the lives of people living with long term mental ill health. Our Battersea studios house a creative community with music rehearsal, tuition, recording, filmmaking, drama, a visual art studio, and a choir.

Main purpose of the job

To work with the people and organisations of South West London to help ensure that the membership of Sound Minds reflects the wider community that we are part of.

To work with the community of members, staff, trustees and volunteers at Sound Minds to help ensure that our members continue to lead the organisation and that Sound Minds is a safe place of wellbeing.

Duties – Outreach

- Network across the borough of Wandsworth and South West London by visiting organisations and speaking to people with lived experience of mental distress and / or using mental health services and mental health professionals.

- To have a particular focus on reaching people we are keen to see continuing to use Sound Minds including young people, people from BAME communities, and LGBTQ+ people.
- To form ongoing working relationships with people who refer members to Sound Minds such as care coordinators, social prescribers, community mental health teams, local psychiatric hospitals, and housing support workers.
- To lead the referral team at Sound Minds to ensure the referral pipeline operates smoothly and fits the needs of prospective members.
- To work proactively with prospective members and their care coordinators to gain personal budgets from local social services to enable them to attend Sound Minds.
- To speak at events to represent Sound Minds and form working partnerships with organisations across South West London.
- To oversee Sound Minds marketing activity including social media.

Duties – In Reach

- To lead on the pastoral care of our individual members. Working with people to help resolve any ongoing problems around areas such as housing, finance, benefits, access to mental health services, having sufficient food to eat and referring and signposting them on to other services.
- Referring members on to other services and ensuring that the offers of Sound Minds are joined up.
- Keeping in regular contact with members and contacting those that have stopped using our services.
- Leading group sessions to help individuals with their wellbeing and recovery journeys.
- To accurately maintain records and complete Sound Minds monitoring processes.
- To lead on the development and implementation of the Equal Opportunities and Diversity Policy.
- To generate opportunities for user-workers and volunteers to contribute to the goals of Sound Minds and their own personal development.

Duties - General

- To assist with project planning, fundraising and reporting for projects.
- To communicate well with the members and users and demonstrate a helpful and friendly attitude at all times.

- To maintain good relationships with other staff and members and to show sensitivity to their support needs, aspirations and creative direction, regardless of ability.
- To promote respect, tolerance and understanding for the beliefs, cultures of members, volunteers and staff.
- To be sensitive to issues of confidentiality and boundaries at all times.
- Attend meetings and supervision as required.
- To be occasionally responsible for opening and locking up.
- To follow robust administrative systems for functions including the referral of new members, attendance of members and reach to participants and audiences, as agreed with funders and internally.
- Comply with all organisational policies and procedures, site rules and statutory regulations relating to Health & Safety, safe working practices, cleanliness, fire, COSHH, Safeguarding Adults, Equality and Diversity.
- Report immediately any incidents of accident, fire, theft, loss, damage, or other irregularities and take such action as may be appropriate or possible.
- Any other duties that may be required in connection with this role.