



CYP Wellbeing Worker

Job description and person specification

Salary	£24,226 FTE (pro rata £8,840)
Hours	Part-time 18 hours per week
Contract	Fixed Term Contract to 31/10/2025
Reporting to	Children and Young People Project Lead
Direct Reports	None
Location	Sevenoaks Wellbeing Centre with the ability to travel across West Kent areas of Sevenoaks, Tonbridge and Tunbridge Wells.

About West Kent Mind

West Kent Mind enriches lives through better mental health by offering support to get well, stay well and thrive. We are an ambitious, award-winning organisation and an enthusiastic member of the Mind federation. We value collaboration, partnership, creativity and growth.

This role will be involved in the delivery of an early intervention, facilitated self-help service, for Children and Young People, within several primary care settings across West Kent.

Job Description

About the role

This is an exciting time to join us as we launch our Early Intervention Service for Children and Young people across West Kent.

The successful candidate will be working with Children and Young people aged 11 to 18 delivering a range of prevention and early intervention activities within primary care.

The activities will consist of providing one to one mental health awareness sessions offering facilitated self-help provision to individuals. Based at West Kent Mind's offices in Sevenoaks but will be working primarily in Tunbridge Wells to start with and as the programme develops, expanding into Sevenoaks and Tonbridge at a later stage.

Key Objectives include but are not limited to:

- To deliver supported and guided self-help to children and young people (CYP) through our Early Intervention Service to improve overall mental wellbeing.

- The promotion of wellbeing, early intervention, and community engagement as core principles guiding the organisation's activities.
- Support the use and maintenance of office and team related information recording systems (Beacon CRM) to monitor client journeys and service impact.
- Network with other agencies to establish effective and mutually beneficial partnerships and pathways.

Person specification

Who You Are

All previous experience may be paid or voluntary, full, or part-time, in the UK or overseas.

1. You have worked in an office, GP-based setting, school, or other environments supporting Children and Young People.
2. Ideally, you have at least six months' experience working with Children and Young People or in a mental health setting.
3. You have experience in monitoring and evaluation, delivering services, and achieving outcomes and objectives.
4. You are an excellent team player, capable of working effectively as part of a diverse and dispersed team.
5. You have strong project management skills, consistently delivering results against targets, objectives, and deadlines.
6. You excel at building and managing relationships and facilitating workshops for young people.
7. You possess a sound understanding of the CAMHS framework, common mental health problems e.g. stress anxiety, depression and potential issues that Children/Young Persons may face
8. You possess a working knowledge of NICE guidelines for treating mental health issues in Children and Young people.
9. You are knowledgeable about child and adult safeguarding.

What You Will Offer Us

1. The ability to manage your own caseload, delivering effective and timely services under pressure.
2. Expertise in conducting risk assessments, mental health assessments, and client reviews.
3. The capacity to deliver facilitated self-help interventions within a structured, time-limited framework.
4. A commitment to reaching individual and team targets and meeting KPIs.

5. Skills to record and measure outcomes through our CRM system (we use Beacon CRM), and assist with clear, insightful reports.
6. Ability to work at regular agreed times, and flexibility to adapt hours to needs of the service.
7. A proactive approach to working in partnership with agencies to deliver high-quality services.
8. The ability to work both independently and collaboratively within a team.
9. Access to your own vehicle for travel required by the role.

Key Responsibilities

- Effectively deliver a facilitated self-help service and drop-in provision across West Kent.
- Manage a caseload of clients (Children and Young People), ensuring effective client contact and communication.
- Collaborate with the CYP Project Lead to oversee the client caseload.
- Meet Service Level Agreement requirements, including data collection and Key Performance Indicators (KPIs) like attendance and recovery rates.
- Address client issues without bias.
- Support Children and Young People in decision-making and refer them to appropriate sources of help as appropriate and needed.
- Provide up to seven facilitated self-help sessions per client.
- Manage waiting lists for service settings.
- Handle feedback, issues, or complaints with guidance from the CYP Project Lead.
- Ensure accurate completion of client paperwork and outcome monitoring forms for service evaluation and reporting to funders.
- Develop the role to meet evolving service specifications.
- Promote the service and engage children, young people, and trusted adults, while advocating general wellbeing.
- Build and maintain positive relationships with staff and partners to encourage referrals and maintain referral pathways.
- Travel to venues, schools, and community locations across West Kent, with occasional lone working.
- Work within a framework that values diversity and promotes equal opportunities.
- Uphold and implement West Kent Mind's policies.
- Participate in supervision, appraisals, and training as required.
- Carry out duties under the direction of the CYP Service Lead.
- Undertake other responsibilities appropriate to the role, as directed by the Service Manager or Senior Management Team.

Adopting our fundraising culture

West Kent Mind operates and encourages a fundraising culture, this means that our staff, volunteers and trustees are all fundraising advocates and contribute to an organisational fundraising ethos. We expect all colleagues to play their part in generating income, this could be anything from being pro-active working with colleagues to secure funding for your area of work, to writing a heartfelt thank you note to a donor or putting together a testimonial from a beneficiary to demonstrate funding impact for a grant application. Securing income is vital to our survival and we expect everyone to embrace our ethos. We don't expect you to be a fundraising expert, but we do expect you to fully adopt our fundraising culture with energy and passion.

Benefits

We're a charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.

Holidays

It's important to take time off. We give you 23 days a year, increasing by one day per year of service up to 30 days, plus bank holidays.

To refresh and recuperate before the start of a new year, we also give you an extra three days holiday between Christmas and New Year.

For part-timers this is all calculated pro-rata.

Learning

We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring. Everyone, regardless of role, is offered free Mental Health First Aid training.

Pension

If eligible you'll be auto enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Employee Assistance Programme

Everyone can access our Employee Assistance Programme. It's confidential and includes 24/7 telephone advice, counselling and a suite of online tools to help you stay happy and healthy.