



JOB DESCRIPTION

Job Title:	Mental Wellbeing Co-ordinator
Responsible to:	Projects Manager
Accountable to:	Chief executive officer
Hours:	22.5 hours per week: occasional evening and weekend work
Pay scale:	Pro rata £26,500 per annum
Holidays:	28 days per year (pro rata)
Deadline	Friday 24 th May2024
Interviews :	W/c Monday 3rd June 2024

JOB PURPOSE

To manage and lead the development and delivery of peer support services via our Grassroot organisation partners in the Mental wellbeing programme addressing Health inequalities in the borough of Haringey including managing and supporting our Grassroot organisations to deliver 1-2-1 wellbeing activities a week for their respective communities.

This Mental wellbeing coordinator role is part of the Haringey mental wellbeing programme, which is community based mental wellbeing support service, supporting individuals with moderate mental health problems.

This role will also include outreach into the community working alongside the Grassroots organisations to ensure the successful delivery of these weekly wellbeing activities. The Peer support coordinator is to ensure that all services are delivered together in a seamless manner to support service members across the borough.

Key Responsibilities:

- To coordinate, develop with Grassroots organisations the delivery of safe fulfilling group activities that improve community members Mental wellbeing.
- Promote understanding of the principles and practice of peer support and user run services amongst staff and service users in our grassroot organisations, to ensure peer support is seen as an integral social care intervention for the benefit

of our community members.

- To deliver group Peer support alongside our grassroots organisations as appropriate to ensure they receive support and supervision to work in their role effectively.
- Ensure the safe delivery of the Peer Support and Wellbeing activities in the Haringey Mental wellbeing project for all those actively involved, including staff members, volunteers, and service users, ensuring that all activities comply with the Vulnerable Adults at Risk Policy, Health and Safety and Risk policies.
- Work closely with Mental wellbeing being project coordinator at Bridge renewal trust to ensure the services is marketed to the appropriate audiences in an accessible, compelling way that reflects the project / organisation's values.
- Ensure that contract targets are consistently achieved and that clear action plans are developed and implemented to address areas of under-performance.
- Ensure good communication and liaison with all Grassroots organisations in the Haringey Mental Wellbeing project, to facilitate effective signposting between grassroots and the organisation's other services.
- To work with grassroots organisations as required to recruit and induct people with experience of mental health problems to function as /Wellbeing Peer Support Volunteers, ensuring that appropriate levels of Peer Support Volunteers are maintained.
- To provide guidance and regular and flexible support to enable grassroots organisations to effectively undertake their roles. This includes the provision of individual and group meetings /catch up opportunities.
- To support Grassroot organisations and their Wellbeing / Peer Support Volunteer coaches to attend Monthly project meetings and an Annual Reflection meeting with all Volunteer Peers.
- Monitor the effectiveness of peer support in managing the mental wellbeing of Grassroots clients and volunteers, including through the regular use of outcome measurement tools.
- Ensure the effective administration of grassroots Support Sessions, maintaining accurate records on the VIEWS database or tracking sheets.
- Contribute to Produce reports on service delivery and contribute to appropriate research to enable the peer support programmes to be effectively monitored and evaluated.
- Contribute to the development of procedures and guidelines as they relate to Peer Support of our Grassroots organisations. Review best practice

within the wider field and implement changes, as necessary.

General Responsibilities

- Work in accordance with Mind in Haringey's Values, Aims and Objectives
- Provide a positive representation for the organisation both internally and externally, including promoting our work, and attending neighbourhood meetings and partnership events when required.
- Comply with all organisational and departmental policies and procedures and 'Mind Quality Mark' quality assurance process.
- Display a good understanding of the different cultural issues and work to promote equality, diversity, and inclusion within the community.
- Be efficient, responsible and maintain a high level of personal organisation; keeping accurate and appropriate records and providing information for monitoring and evaluation as required.
- Participate in and actively contribute to individual supervision, training, and team meetings; attend staff meetings and organisational events as required.
- Work flexibly, including from outreach venues, lone working and meeting Grassroots partners in locations across the borough, being prepared to perform other duties commensurate with the role .
- Work alongside Grassroots to ensure active service user participation in all aspects of work including design, implementation, and monitoring of activities.

Haringey Mental wellbeing project
Peer Support Co-ordinator
PERSON SPECIFICATION

Note to candidates.

All the criteria marked (A) will be used for shortlisting purposes.

You must describe how you meet these criteria in the 'General Experience and Further Information' section of the application form, giving examples where possible, as this is part of the assessment process.

Only candidates who can clearly demonstrate how they meet these criteria will be offered an interview.

JOB TITLE: Peer Support Co-ordinator

Category	Post Requirements	
	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to Diploma/NVQ Level 4 or Equivalent by experience (A) 	
Experience	<ul style="list-style-type: none"> Experience of working in mental health services (A) Experience of recruiting, managing, and supporting volunteers (A) Experience of line managing staff (A) Experience of working within community-based services (A) Experience of developing new projects or services (A) Experience of working collaboratively in a team Experience of delivering training, presentations and facilitating workshops (A) 	<p>Personal experience of mental health problems</p> <p>Experience of co-ordinating peer support groups in other organisations</p>
Skills, Knowledge & Abilities	<ul style="list-style-type: none"> Excellent organisational skills (A) Ability to motivate staff, volunteers, and service users (A) Strong commitment to service user involvement and people with mental health problems running services. Good IT skills e.g., ability to use Microsoft Office programmes, internet, email, and databases (A) Good written communication skills with an ability to present information concisely (A) Excellent verbal communication skills 	

	<ul style="list-style-type: none"> • Ability to communicate with a wide range of people (A) • Ability to provide culturally relevant services. • Ability to contribute to the development of guidelines and procedures (A) • Understanding of and commitment to increasing opportunities for social inclusion • Understanding of and commitment to person centred approaches • Understanding of, and commitment to BLG Mind's Equity, Diversity & Inclusion Policy 	
Special Conditions	<ul style="list-style-type: none"> • Ability to travel around the borough of Haringey to develop wellbeing activities and Peer Support at a variety of Grassroot organisation venues. • Ability to work flexibly to meet the needs of the organisation, which will include some evening and weekend working. 	