



## **Job description and Person Specification –**

### **Mind Aberystwyth Project Worker**

#### **Purpose of the job:**

**Project workers will be required to be engaged in helping to plan and deliver projects that enhance the support we can offer to people who need our help. They will be expected to deliver on new and existing projects which align to their skills and for which appropriate training will be provided.**

**The primary projects for this role are:**

- ***Active Monitoring***

Active Monitoring is a guided self-care programme for Ceredigion residents affected by anxiety & panic attacks, anger, depression, stress, grief & loss, low self-esteem and isolation. Bespoke training will be provided.

- ***Peer support***

Support the Project Manager in the delivery of peer support projects across West Wales.

You may be expected to work on other projects and you will be provided with induction and training.

#### **Scope:**

Mind Aberystwyth provides mental health floating support for Supporting People on behalf of the Local Authority in the North of Ceredigion. Supporting People aims to help individuals to live successfully and independently in settled accommodation within the community. We also offer a range of group activities that are designed to improve the wellbeing of individuals within our local communities.

Mind Aberystwyth is an independent charity. We work to create a better life for anyone with experience of mental distress (including severe and enduring mental illness), including family, friends, carers and supporters. Support workers are expected to contribute to this aim.

We aim for everyone involved in our services to be able to support themselves independently of Mind Aberystwyth and the role will support service users to achieve this.

The postholder will help to plan and manage the delivery of projects as well as being involved in health and safety risk assessments.

There is a move nationally to look at services for young people and this post may be expected to support with this aim.

The postholder will receive training to enable them to deliver the projects outlined. We encourage Continuous Professional Development and staff will be given opportunities to take part in this.

**Key responsibilities:**

1. Undertake key-working responsibilities for a caseload assigned by the management team.
2. Undertake initial & continuous assessments of needs and identify potential risks & agree levels of support and actions.
3. Create support plans based upon these assessments and reflecting on the services and resources available in the local area.
4. Develop and maintain links with all key agencies and service providers in the local community.
5. Empower service users to ensure they receive the service and benefits they are entitled to.
6. Undertake all administrative work and keep accurate and comprehensive client records to professional standards.
7. Encourage and enable clients to maintain their own tenancies.
8. Contributing to and facilitating group work. Organising and planning this work
9. Provide specialist support, where necessary and where trained, to individuals with enduring mental ill health.
10. Supporting volunteers and newer members of staff in their roles, working with line managers if appropriate.
11. Support service users to lead an independent life. Empowering service users to set up or access peer support. Signposting to other services run by external agencies.
12. Helping to plan and manage a delivery of projects.
13. Involvement in Health and Safety risk assessments.

**General duties**

1. Uphold and promote Mind Aberystwyth's policies and procedures including our equal opportunities policy.
2. To be responsible for ensuring all activity is undertaken in such a way as will not compromise the name of Mind Aberystwyth, its legal liability, or its financial liability.

3. Engage in learning and development to increase knowledge and skills.
4. To be prepared to work flexible hours and to travel throughout Ceredigion and West Wales
5. To undertake other duties that may, from time to time, be necessary and conversant with the nature, and salary, of this post.

The criteria above set out the post's key responsibilities. The post holder will be required to undertake various tasks and duties to ensure that these key responsibilities are effectively met.

This job description is indicative of the range of current duties and responsibilities of the post holder; however, it is not comprehensive. It is inevitable that duties will change to reflect the organisations continued development, and it is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met. These changes will be discussed with the post holder. Substantial changes could require a job evaluation re-assessment, which could affect the job grade and contractual terms of this job.

## **Person specification:**

### **Essential Criteria:**

1. Have a proven track record of supporting individuals to achieve goals and fulfil their full potential.
2. The ability to engage with people of all ages, both in groups and individually.
3. Possess excellent organisational skills and proven ability to prioritise and organise own work effectively.
4. Ability to work unsupervised using your own initiative.
5. Willingness to engage in all services that Mind Aberystwyth offer.
6. Willingness to deliver services virtually / digitally as required.
7. Good attention to detail and accurate record keeping with good literacy and numeracy skills.
8. Excellent interpersonal skills and the ability to liaise with people at all levels on behalf of clients by telephone, face to face and in writing.
9. Is fundamentally calm and resilient, does not let emotion adversely affect them or obscure their judgement.
10. Proven ability to work alone, and as part of a team.
11. Be creative and possess the ability and willingness to work in flexible and non-conventional ways.
12. Demonstrable experience of working pro-actively and in a solution focussed manner whilst supporting individuals to maintain their independence.
13. Is ICT competent, including previous experience of using a variety of Microsoft Office programmes, excel, databases, Microsoft teams and be comfortable using Video Conferencing applications regularly (Zoom, Teams etc).
14. Willingness to work flexible hours.
15. Willingness to work in an agile manner including at home and in the office when required.
16. Ability to work with volunteers and new staff to support them in their roles in conjunction with their line manager.
17. Willingness to undertake daily travel throughout Ceredigion and West Wales
18. Have use of a vehicle during working hours for which you will be expected to provide evidence of having in-date insurance, including business cover, MOT (if applicable) and tax.

19. Ability to manage a programme of group work with support from line manager.
20. Is in possession of a substantive driving licence. Applicants without a substantive driving licence, and regular use of a vehicle, will unfortunately not be considered for the post.
21. Willingness to engage in programme of Continuing Professional Development. This includes the mandatory training and training for different aspects of the service, including Active Monitoring training.
22. The ability to communicate through the medium of Welsh or willingness to learn Welsh.

**Desirable criteria**

1. Experience of working with individuals experiencing mental distress.
2. Direct or indirect experience of mental distress.
3. Experience of delivering training to groups of participants
4. Experience of working with children and young people
5. An understanding and knowledge of Fraser / Gillick competencies

**Essential Qualifications:**

1. GCSE grades A-C in English language, Maths and Sciences.
2. A-Level / BTEC or equivalent qualification.
3. NVQ Health and Social Care Level 3 (or equivalent qualification in Health/Social Care Sector) or currently enrolled in a course.
4. Safeguarding Level 2 or willingness to complete soon after appointment.

**Desirable qualifications:**

1. Degree or be working towards a degree in health, social care, education, youth and community work or equivalent subject.
2. Level 3 youth / child specific qualification or working towards one or willingness to work towards one.
3. GCSE Welsh language.

**Salary**

The successful applicant(s) will be offered a salary of £20,085 (full time equivalent). This is an hourly rate of £10.30.

**Contract**

Successful applicants will be appointed on a temporary basis to this post until 03.06.22 in the first instance. Any extension is subject to funding. Offer subject to DBS check and two references. There is a 6 month probation period.

**Hours**

The hours for this post will be between 30 and 37.5 hours per week. In the first instance this will be Mon to Friday between 9am and 5pm. There may be occasions when you are expected to work evenings and weekends. These will be agreed with you beforehand.

**Annual Leave**

Mind Aberystwyth has a generous annual leave allowance of 30 days plus Bank Holidays for a full-time equivalent staff member. This will be pro-rata if part time.

**Location**

The location for this role is: Mind Aberystwyth, The Cambria, Marine Terrace, Aberystwyth SY23 2AZ/

Due to Covid-19, all staff are currently working mostly from home. We are moving towards a flexible working arrangement where staff will be able to work partly from home and partly in the office or out in the field.

**Special Condition**

On appointment, the post holder will need to successfully complete the Active Monitoring Training and Written Assessment.