



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

### **Mind Aberystwyth Resilience Hub Project Worker (Delivery & Co-Production)**

We will be recruiting two Project Workers to work on this exciting new project, and you will be expected to work closely together to deliver a high-quality service to the local community – therefore excellent communication skills and joint working skills are essential to this role.

**1 x Project Delivery Worker (PW1) - 15 hours per week**

**1 x Outreach Project Worker (PW2) - 15 hours per week**

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

**The Project Delivery Worker** will be focused on *delivery* (by delivery we mean delivering learning session content to relevant groups within the community).

Project workers will need to work closely together to draw together content for delivery, book community venues, book guest speakers and lived experience volunteers, and run the sessions.

Project Workers will also work closely with our Comms team who will be responsible for marketing community sessions, producing materials with the input of Project Workers, managing a social media presence and raising public awareness of community resilience. Project Workers will need to work closely with the Mind Aberystwyth Comms team to ensure that the campaign dovetails with marketing sessions and engaging people with the project.

**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.**

#### **Scope:**

The Mind Aberystwyth Community Resilience Hub project is focused on providing community training, workshops and learning sessions to people within the Ceredigion area founded on the values of peer support and peer learning. The aim of the project will be to co-develop and deliver a package of community learning sessions and workshops on a variety of topics that will help boost resilience by giving people better tools to help manage mental wellbeing at an individual and community level, combined with a local light-touch awareness-raising resilience campaign. The production and delivery of these sessions will be based on the values of peer support, and a number of the sessions will focus on peer support and peer learning.

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. Project 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 take part in training alongside this role. We encourage CPD and staff will be given opportunities to take part in this.

**Key responsibilities:**

1. Undertake key-working responsibilities for workload assigned by the Project Manager.
2. Work closely with the Project Manager and Outreach Project Worker to develop and deliver appropriate community sessions.
3. Create session plans based upon these need assessments and reflecting on the services and resources available in the local area.
4. Deliver resilience building sessions to the community.
5. Develop and maintain links with all key agencies and service providers in the local community.
6. Empower service users to ensure they receive the service and benefits they are entitled to.
7. Undertake all administrative work and keep accurate and comprehensive records to professional standards.
8. Contributing to and facilitating group/community session work. Organising and planning this work taking responsibility for coordinating the times with other colleagues and service users.
9. Provide specialist support, where necessary and where trained, to individuals within the community.
10. Supporting volunteers in their roles, working with line managers if appropriate.
11. Support service users to build resilience. Empowering service users to set up or access peer support. Signposting to other services run by external agencies.
12. Plan and manage a delivery of projects and series of community sessions/activities.
13. Involvement in Health and Safety risk assessments.
14. Identifying key local demographics for engagement with project and initiating contact with individuals in key demographics and communities to establish needs in regard to resilience-building sessions.
15. Running co-production sessions with community to establish learning session content, recruit *Champions* and ensure that the project's outputs are community-led.

16. Maintaining relationships with key individuals in the community and Champions for the duration of the project.
17. Researching, booking and building relationships with local community venues.
18. Production of session materials (i.e., Presentations, handouts, activities, format).
19. Gathering evaluation data at sessions and feeding this back.

### **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.
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. Demonstratable experience and skill in delivering session content to groups of participants.
2. Ability to deliver and/or develop co-produced services that are beneficiary-led and have an understanding of the principles of co-production.
3. Have a proven track record of supporting individuals to achieve goals and fulfil their full potential.
4. The ability to engage with people of all ages, both in groups and individually.
5. Possess excellent organisational skills and proven ability to prioritise and organise own work effectively.
6. Ability to work unsupervised using your own initiative.
7. Willingness to engage in all services that Mind Aberystwyth offer.
8. Willingness to deliver services virtually / digitally as required.
9. Good attention to detail and accurate record keeping with good literacy and numeracy skills.
10. 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.
11. Is fundamentally calm and resilient, does not let emotion adversely affect them or obscure their judgement.
12. Proven ability to work alone, and as part of a team.
13. Be creative and possess the ability and willingness to work in flexible and non-conventional ways.
14. Demonstrable experience of working pro-actively and in a solution focussed manner.
15. 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).
16. Willingness to work flexible hours (including possible weekend and evening work).
17. Willingness to work in an agile manner including at home and in the office when required.
18. Ability to work with volunteers and new staff to support them in their roles in conjunction with their line manager.
19. Willingness to undertake daily travel throughout Ceredigion.
20. 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.
21. Ability to manage a programme of group work with support from line manager.
22. 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.
23. Willingness to engage in programme of Continuing Professional Development. This includes the mandatory training and training for different aspects of the service.
24. 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. Direct or indirect experience of building Community Resilience.

## **Essential Qualifications:**

1. GCSE grades A-C in English language, Maths and Sciences.
2. A-Level / BTEC or equivalent qualification.
3. An NVQ Health and Social Care Level 2 (or equivalent qualification in Health/Social Care Sector) or currently enrolled in a course.

## **Desirable qualifications:**

1. Degree or be working towards a degree in health, social care, education, youth and community work or equivalent subject.
2. GCSE Welsh language.
3. Training Qualification relevant to the post.

## **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 31.10.22 in the first instance. Any extension is subject to funding.

## **Hours**

The hours will match your current contracted hours.

## **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**

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. You will however be expected to participate in face-to-face sessions within the community as part of this role.