# Mind in Mid Herts

11 Hatfield Road,

St Albans

Hertfordshire

AL1 3RR

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email: admin@mindinmidherts.org.uk

Company limited by guarantee

Registered in England and Wales

Reg No 04746078

Reg. Charity Number 1101678



Dear Applicant,

Thank you for your interest in this post of Project Officer (Maternity Cover).  This is an important role in our organisation.

Please find attached an application pack.  We look forward to reading your application.

Please send your completed application either to the postal address or email below:

Recruitment

Mind in Mid Herts

11 Hatfield Road

St Albans

Herts AL1 3RR

Or email to [recruitment@mindinmidherts.org.uk](mailto:recruitment@mindinmidherts.org.uk) no later than noon on Monday 25th November 2019.

Interviews will be held on Friday 29th November 2019.

Yours faithfully,

**Bal Bhathal**

**Office Coordinator**

**JOB DESCRIPTION – Project Officer (Maternity Cover), Hertford and Welwyn Garden City**

**Reporting to: Head of Services**

**Responsible for: Managing the Social Support and services covering Hertford and Welwyn Garden City**

**Duration: 12 Month Fixed term contract from start date (Maternity Cover)**

**Hours: 24 hours per week (flexibility required)**

**Salary: £23,183 per annum pro rata**

**Location/operation: This role is based at our Hertford and Welwyn Garden City Centres. There will be the need to travel to the other Mind in Mid Herts centres (including Stevenage and St Albans).**

**Job Ref: PO24-Hert**

**Closing date: 12 noon Monday 25th November 2019**

**Interview date: Friday 29th November 2019**

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We are Mind in Mid Herts, a leading mental health charity based in Hertfordshire, affiliated to National Mind, with centres in St Albans, Stevenage, Hertford and Welwyn Garden City. We are working to reduce the stigma of mental health diagnosis and we support people with mental health conditions to create a pathway to recovery. We are innovative in creating services to improve wellbeing and to prevent the development of mental health issues. Through education and support we aim to improve people's awareness of how to be proactive in looking after their health and wellbeing. We will not give up until everyone experiencing a mental health problem gets support and respect.

*Mind in Mid Herts (MiMH) is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of all the ‘protected characteristics’ as identified by the Equality Act 2010. It is MiMH's intention that this job description is a guide to the major areas and duties for which the jobholder is accountable. However, services will change and the jobholder’s obligations might vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.*

**Purpose of Post**

To work with the staff, volunteers and our partners to ensure people are offered 1-1 sessions, telephone and group support. Embedding a recovery orientated approach to all aspects of the role and responsibilities will be key. The Recovery approach includes empathy, warmth, acceptance, authenticity, compassion and humanity.

The Project Officer will need:

* To focus on the individual person not the diagnosis or service
* To monitor outcomes and evaluate the service
* To challenge stigma and provide a training role
* To work in partnership with those who need support and those who support them
* To enable and support self-management, promote autonomy and decrease the need for people to rely on statutory services.

**Principal Responsibilities**

This role will report to the Head of Services and will include the following responsibilities:

1. **Operational /Service User**

* To assess and support the people who use our service formulating their own support plan
* To work with people to ensure a pathway of support is available
* Assess, plan, implement and evaluate individual user led support and recovery plans
* To plan, monitor and present cases in order to ensure high standards of documentation and communication regarding outcome decisions
* To develop support groups (facilitating if needed) building a team of volunteers to support with group facilitation
* Provide Supervision to Support Workers, and Volunteers.
* Work closely with our team and partners in the community
* To offer telephone and e-mail support as needed
* To work with the team to identify progression routes and provide a safe and supported exit for service users.
* To establish a supportive and respectful relationship with the people who use our services.
* To promote empowerment and choice and support individuals to identify their own achievable and realistic goals and agree objectives to aid recovery
* To support people to identify and overcome fears and within a positive relationship challenge negative self-talk using solution focused techniques.
* To support people to access community groups that enable them to participate in local community activities and maintain their independence
* To act as a positive role model showing professional and caring attitudes and behaviour towards other team members, partners, people who use our services and carers.
* To assist with the provision of training for staff, volunteers and partners in regards to mental health awareness.
* To work in a way that acknowledges the personal, social, cultural and spiritual strengths and needs of the individual.
* To ensure the service is fully accessible
* To involve the people who use our services in every aspect of the service and encourage co-production

1. **General**

* To be line managed by Mind in Mid Herts and to work closely with the team but to manage own workload, prioritising tasks and working on own initiative
* To work in line with the aims and objectives of Mind in Mid Herts.
* To build good links with referral partners and the wider community, such as Community Mental Health Teams, Housing Organisations, Drug and Alcohol services, GPs and the Voluntary Sector
* To maintain up to date knowledge of legislation, national and local policies and issues in relation to mental health.
* To adhere to Health and Safety/Safeguarding guidelines to ensure safe working
* To ensure that all duties are carried out to the highest standard and in accordance with MiMH quality standards
* At all times to carry out every aspect of your duties with due regard to MiMH policies and procedures including the Equalities statement.
* Undertake other duties as may be reasonably determined by your line manager and the Head of Service and senior Managers
* To carry out administrative/housekeeping duties (ensuring good record keeping on: attendances, payments, banking, accounts, Compliments, Comments, Concerns, Complaints and Incident folders)
* Monitoring/reporting – to include inputting Service User demographics and attendance data on the database, quarterly reporting to funders and preparing monthly reports where required
* Take responsibility of organising rotas for staff and the Duty Worker at the centres ensuring good practice and safeguarding needs are met.
* To prepare the weekly Health & Safety and Fire Safety checklist

1. **Scope**
2. To provide a responsive and person centred service through individual and group work with the people who use our service to include working one to one with individuals in crisis and overseeing group facilitation.
3. To provide advice and information to organisations, projects and the general public to promote the services by means of telephone, email, and face to face contact.
4. To develop and complete individual safety assessments and reviews for all the people who use our services
5. To advise the Head of Services of any needs or concerns involved in the delivery of this service
6. To act as the focal point for contacts and communications relating to the centre and its services and to ensure enquiries are responded to within 2 working days
7. To carry out daily duties to assist the running of the centre’s facilities, to include housekeeping, building maintenance and health and safety checks.
8. To promote, recruit and develop volunteers, with regular supervision and reviews
9. To develop, create, promote and administer courses and other centre services.

**ADDITIONAL REQUIREMENTS**

* Ensuring that all responsibilities are met in accordance with procedures and the service user/funder requirements
* Ensuring that each staff member abides by our Human Resources policies and procedures as outlined in our Staff Handbook
* Understanding the need for confidentiality when dealing with both internal and external information
* Understanding the importance of conforming to our service requirements and service user needs
* Flexibility to work outside or in excess of standard hours when necessary to achieve objectives required
* Sound knowledge of the organisation’s service offering specific to role and appreciation of the impact that poor service has on our service users and our reputation
* Adherence to legislative requirements
* 8 week notice period

**Benefits**

* 25 days paid holiday per year, April 1st-March 31st (pro rata for part time staff)
* Statutory bank and public holidays, (pro rata for part time staff)
* A contributory pension scheme
* 2 additional days’ leave – Birthday Leave and Wellbeing Day,
* An Eye-Care scheme,
* Staff Training and Development
* Peer Support.

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Project Officer** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** |  |  |
| A professional qualification or equivalent degree/experience related to health and social care | **\*** |  |
| Clean driving licence and use of a car | **\*** |  |
| **Experience** |  |  |
| Experience of managing and supervising a team | **\*** |  |
| Ability to support and motivate in a team setting | **\*** |  |
| Experience of and ability to work with people with mental health needs – both 1-1 and in groups | **\*** |  |
| A creative and flexible approach to working with individuals | **\*** |  |
| Ability to develop good therapeutic relationships with people who use our services | **\*** |  |
| Ability to deliver short term task orientated interventions | **\*** |  |
| Ability to work as part of a multi-disciplinary team | **\*** |  |
| Ability to deal with stressful and difficult situations in a calm manner | **\*** |  |
| Ability to involve people who use our services and carers in all aspects of the work | **\*** |  |
| Confident and effective communicator both verbally and written to include excellent telephone skills | **\*** |  |
| IT literate | **\*** |  |
| A knowledge of Health & Safety in workplace settings |  | **\*** |
| Ability to successfully translate plans into action | **\*** |  |
| Experience of facilitating and managing meetings |  | **\*** |
| Ability to prioritise and effectively manage time and resources to achieve best outcomes | **\*** |  |
| Understanding of, and a personal commitment to, Equality and Diversity and how this applies in particular to mental health services | **\*** |  |
| Ability to work flexible hours | **\*** |  |
| Recording and Reporting on services | **\*** |  |

**Application Form**

|  |  |
| --- | --- |
| **Applicant Initials:** |  |
| **post Applied For:** |  |
| **Post Reference Number:** | PO24-Hert |

**Using this form**

All fields on this form are to be completed and sent to [recruitment@mindinmidherts.org.uk](mailto:recruitment@mindinmidherts.org.uk), Mind in Mid Herts, 11 Hatfield Road, St Albans, Herts AL1 3RR, quoting the Job Title, Reference Number and your name in the subject. Where a table does not have enough fields, please add additional rows.

**Data Protection**

In accordance with Mind in Mid Hert’s (MiMH’s) Data Privacy Notice, we take care to ensure that all applicant data is appropriately and securely stored and handled. The information on this sheet will be held securely with MiMH’, and will be anonymised when sent to recruiting managers. If an applicant is not appointed for a post, their application and personal details forms will be destroyed. Where an applicant is appointed, their application will be moved into an Employee Folder and remain as long as the employee is employed at MiMH’s.

For full details of MiMH’s approach to Data Privacy and protection, please request our Data Protection Policy.

**Criminal Convictions**

As part of its equal opportunities policy, Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) via the **personal details form**.

Some posts within MiMH’s are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details via the **personal details form**.

**Eligibility to work in the UK**

If there are any restrictions regarding your employment in the UK (e.g. you require a Work Permit), please supply details via the **personal details form**. Please note that MiMH’s is not able to sponsor Visas.

**Personal Details**

|  |  |
| --- | --- |
| Surname: | |
| Forenames(s): | |
| Address: | |
| Postcode: | |
| **Telephone (Home):** | **(Mobile):** |
| **E-mail address**: |  |

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| Please note any disability or other medical condition, which may require special attention at the interview or in the job. |

**Education**

Please give details of your education and all exams passed.

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| --- | --- | --- |
| **Date** | **School/Institution** | **Exams passed** |
|  |  |  |

**Relevant Training Courses**

Please give details all training courses.

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| --- | --- | --- |
| **Date** | **College/Institution** | **Course, Qualifications, etc.** |
|  |  |  |

**Present (most recent) Employment/Voluntary Work**

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| --- |
| **Employer’s name and address:** |
| **Position held:** |
| **Dates:** |
| **Salary:** |
| **Brief description of duties:** |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employer** | **Position Held** |
|  |  |  |

**Additional Information**

**Please note that CVs are not considered as part of the selection process.**

Please give a statement regarding how you meet the requirements of the role to which you are applying. You should give details of all relevant experience (please refer to job specification) interests, voluntary work, etc. and specify your reasons for applying for the vacancy. Continue on a separate page if necessary.

**Referees**

One of your referees should be your present or most recent employer and your second reference needs to be someone who has known you for at least 1 year. References must not be provided by a relative or someone sharing your home.   If this is not possible please do continue your application and give us the reasons for not being able to supply these references and we will take that into consideration.

We will not contact your present employer without your permission.

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Status:** | **Status:** |

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| In the past two years, how many sick leave days have you taken in your present employment? |
| When can you start? |
| An enhanced Criminal Records Bureau Disclosure is required for this post. |
| Have you worked for Mind in Mid Herts in the past in any capacity? |

**Declaration**

I confirm that to the best of my knowledge all information I have given in my application is correct and can be treated as part of any subsequent contract of employment. Any false, deliberate omission or misleading information may be sufficient cause for rejection or, if employed by MiMH’s and to be dismissed.

Signature

Date

I agree Mind can approach any of my previous employers for a reference to confirm that any information given in relation to my application is correct.

Please tick this box to confirm ☐ Date:

**Equal Opportunities Monitoring Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. **Please tell us your Age:**  |  |  | | --- | --- | | Under 16 |  | | 16-21 |  | | 21-29 |  | | 30-39 |  | | 40-49 |  | | 50-59 |  | | 60-69 |  | | 70-80 |  | | 80+ |  | | Rather not say |  | |  | 1. **Do you consider yourself to have a disability?**     Yes  No  Rather not say  **2b. If yes do you have a:**    Physical Impairment  Sensory Impairment  Learning Disability  Mental Health Condition (Long Term)  Other Health Condition (Long Term) |

|  |  |  |
| --- | --- | --- |
| 1. **Ethnicity**   **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any Other Asian Background  **Black or Black British**  African  Caribbean  Any Other Black Background  **Mixed**  White and Asian  White and Black African  White and Black Caribbean  Any Other Mixed Background |  | **White**  White British  White Irish  Any Other White Background  **Other Ethnic Group**  Chinese  Any Other Ethnic Group  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rather not say |

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| 1. **Nationality**   Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| 1. **Gender**   Female  Male  Rather not say | **5b. Gender Reassignment**  Do you now, or have you ever considered yourself to be transgender? (tick if yes) |

|  |  |
| --- | --- |
| 1. **Religion or Beliefs**   Atheism  Agnosticism  Buddhism  Christianity  Hinduism  Humanism  Islam | Jainism  Judaism  Sikhism  Any Other Religion/Belief  Please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No Religion or Belief  Rather not say |

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| 1. **Sexual Orientation**   Bisexual  Gay Man  Heterosexual | Lesbian/Gay Woman  Other  Rather not say |

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| --- |
| 1. **Are you currently providing support to a partner, child, relative, friend or neighbour who could not manage without your help or/and support?**   Yes  No  Rather not say |
| *We are asking you to provide us with anonymous information to help reach as many communities as we can. All questions are optional and if you prefer not to it does not in any way effect your access to services. Thank you.* |