

Post:	Wellbeing Practitioner
Hours:	10 hours x 2 positions To include day, evening and weekends
Salary:	£11.75 per hour
Location:	Kenburgh House with requirement to travel between service locations
Responsible to:	Service Manager
Annual leave:	25 days pro rata
Pension:	We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme)
Probationary Period:	6 months
Closing:	10am 25 th January 2019
Interview:	1 st February 2019

Mind in Bradford

Mind in Bradford is a registered charity and has a Board of Trustees (The Board) which is legally accountable for the activities of the organisation.

Our purpose (why we exist): is to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment.

Our mission (what we do):

- We build community and individual resilience for better mental wellbeing
- We provide early intervention advice and support
- We support people in crisis
- We empower and help people to recover and sustain improved wellbeing

The Board is responsible for governance (steering and accounting for the organisation) whilst day to day management functions (getting things done) are delegated through the Chief Executive to employees within the organisation.

Purpose of the post

The Wellbeing practitioner will support the development and delivery of a district wide programme of recovery and maintenance focussed activities and groups to a broad range of clients. The role will play a key function in developing strong community links across the district, to ensure that we are well positioned to connect our work with other organisations to both promote services and expand our reach into the community, leading to better support to our clients.

Main duties and responsibilities

Client services

- Facilitating practical support groups for mental health recovery that can be delivered at the Mind in Bradford HQ or in other locations.
- Supporting service users from a variety of backgrounds through the delivery of recovery focused groups and activities.
- Complete individual assessments to identify individual aspirations and goals and current position.
- Help clients find appropriate support in the form of targeted groups and activities at Mind in Bradford or elsewhere in the community.
- Motivate, lead and encourage client participation at all levels.
- Offer flexible support to clients in times of difficulty/crisis.
- Develop session plans for structured programmes that are accessible to other staff and volunteers.
- Find, create, and use appropriate tools to support Wellbeing services.
- Ensure that the rights of people with mental health issues are respected and promoted throughout the organisation in accordance with its values and that clients are treated with respect at all times.

Service development

- Create partnerships with other local organisations to extend the organisation's service delivery outreach and to help people with mental health issues find clubs, activities, and groups that may be able to support them
- Support the Service Managers and Director to create meaningful volunteer opportunities that help people to improve their mental health or to improve mental health support in Bradford, Wharfedale and Craven area
- Support the recruitment and development of volunteers
- Support the co-ordination, planning, development and implementation of promotional events and community fundraising
- Deliver tailored workshops and seminars to local organisations as appropriate
- Attend local external meetings that are relevant to the running of the service as appropriate

Organisational

- Ensure that Wellbeing delivery locations are clean and tidy and provide a welcoming, safe space at all times.
- Complete the necessary paperwork and forms for service delivery at all times (register, session plans, induction forms, client update forms, etc.)
- Monitor and record positive outcomes of those attending groups and encourage referrals into employment, training and education.
- Be familiar with the Mind in Bradford 'Code of Conduct' and to ensure that it is followed at all times both by staff, volunteers and clients
- Participate in individual and group supervision and internal and external staff development and training
- Attend and input to regular team meetings
- Ensure understanding of and compliance with all Mind in Bradford policies and procedures.
- Complete mandatory training related to the role
- Work in alignment with the aims, objectives, and core values of Mind in Bradford
- Undertake any other duties or tasks deemed necessary for the successful running of the wellbeing programme as determined by the senior management team.

It is Mind in Bradford's policy to make reasonable adjustments to enable workers with disabilities to undertake the above.

Wellbeing Practitioner - Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs (or equivalent) grades A-C – must include English and Maths) • Evidence of ongoing professional development 	<ul style="list-style-type: none"> • A degree in an area related to mental health or equivalent • A diploma in psychotherapy, counselling, coaching or some other professional interventions • Hold an NVQ3 level qualification or above in Mental Health or similar • Training or certification in group facilitation
Experience	<ul style="list-style-type: none"> • Experience of working with adults who have or have had mental health challenges. • Experience of planning, organising, and facilitating groups or training events • Experience of working with and supporting volunteers • Good IT Skills, including the ability to use Outlook, Word, Excel, PowerPoint and Excel 	<ul style="list-style-type: none"> • Experience of supporting promotional events

<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Good, proven communication skills • Good organisational skills • Ability to work as part of a team • Ability to create a work plan and use own initiative • A non-judgemental attitude in relation to mental illness and its manifestation in behaviour • Able to encourage, engage and involve people in ways that promote their involvement, independence, resilience and achieve positive changes in their lives 	<ul style="list-style-type: none"> • Car driver with full UK driving licence and access to own transport. • Food hygiene certificate • First aid certificate • Safeguarding training
<p>Knowledge</p>	<ul style="list-style-type: none"> • An understanding of current issues and debates in mental health and how they might affect our clients • Knowledge of other community organisations and charities in the area that can help Mind in Bradford clients • Has an understanding of the effectiveness of group support and peer group support. 	<ul style="list-style-type: none"> • Awareness of health and safety issues • Understanding of safeguarding and good practice in this area • General knowledge of mental health and wellbeing through lived experience • Clear understanding of national and local mental health policies and strategies

<p>Attitude and Personal Attributes</p>	<ul style="list-style-type: none"> • Understanding of and commitment to equal opportunities and diversity. • Self-motivated and enthusiastic approach. • Commitment to providing person centred services. • Understanding that mental health difficulties are a natural part of life. • Ability to build and maintain relationships at all levels. • Motivate and inspire volunteers to achieve their full potential. • Healthy and secure personal boundaries • Understanding of and commitment to the Mind in Bradford values of Partnership, Inclusivity, Empowerment, Excellence and Responsibility. 	
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January 2019