



Mind in Camden

Healthy Minds Community Engagement and Development Worker (part-time - 28 hours per week)

Job Description

Job title: Healthy Minds Community Engagement and Development Worker
Accountable to: Community Services Manager
Responsible for: Healthy Minds Community Volunteers
Grade: NJC scale point 12

Purpose of the job: To work with the Community Programme lead to support members accessing community resources within the borough through our tailored programme. To contribute to the continued development of local partnerships and existing partner relationships.

Aims of the job:

- Support existing community spaces and local venues to work more inclusively with groups experiencing mental distress, providing training where required.
- Oversee the facilitation of group spaces, including training and support for facilitators, setting up and closing spaces.
- Train, induct, coach and supervise a team of volunteers to support with member engagement.
- Support the overall delivery of the programme.
- Collaborate with partner organisations to deliver our service as part of a cohesive network of community mental health organisations
- Have an open mind to the changing needs of the service and adapt accordingly.

Leading volunteers and direct work with service users:

1. Recruit, train, coach, supervise and motivate volunteers to work with participants to achieve wellbeing goals.
2. Develop assessment, activity and outcome recording tools in line with the Healthy Minds Community programme with the project lead.
3. Ensure participants are supported by volunteers to access local opportunities and groups.
4. Develop and maintain a volunteer newsletter and message board to keep volunteers up to date with offers and events from local community centres and charities.
5. Ensure that all work with participants is documented and recorded.
6. Provide and facilitate the provision of peer support for new and existing group facilitators and volunteers.
7. Ensure that all work is carried out according to Mind in Camden policies and procedures and adheres to national standards on sports and fitness provision.
8. Respond to crisis, safeguarding issues and complaints effectively.

Support work for the service:

1. Monitor referral telephone and email account, taking new enquiries, directing referrals to the relevant services, responding to queries and provide general support to current and potential service users

2. Meet with prospective clients to assess supports needs, gauge interests and understand risks.
3. Liaise with partner organisations and services regarding clients, including attending regular meetings with colleagues in partner organisations
4. Support the Community Services Manager with the development and implementation of the Healthy Minds Alumni programme, which aims to provide an “after-care” package for members exiting the programme.
5. Seek out opportunities to connect with potential service users and referrers across the borough and conduct meetings with important sources of referrals.

Development Work within the Community

1. Build on established relationships with community centres and develop new partnerships that provide spaces for community cohesion.
2. In line with Camden Council's Equality and Impact Assessment, develop and maintain partnerships with community centres and local charities with a specific focus on groups with protected characteristics.
3. Support providers with implementing action plans to increase access to provision for people with mental health issues.
4. Work with national Mind and other providers to embed and share good practice.
5. Develop and co-chair a steering group for stakeholders.
6. Develop and utilise training and support materials for groups and facilitators.

Reporting and Feedback:

1. To maintain clear, accurate and up-to-date records of the project's work.
2. To maintain monitoring data on the project.
3. To prepare reports as directed by the line manager.
4. To develop and maintain up to date publicity materials.
5. To publicise project activity through social media and contribute to Healthy Minds and Mind in Camden websites.

General Duties:

1. To take part in staff meetings, team meetings, and other corporate activities within Mind in Camden and externally.
2. To participate in team meetings, external forums and any other meetings as required.
3. To be accountable for all aspects of your work to your line manager through supervision.
4. To cover for other members of staff in your own and other departments as required.
5. To undergo such training as is consistent with the satisfactory performance in the post.
6. To perform other duties as reasonably required by your line manager.

Main conditions of Service:

1. The salary is linked to, but not bound by, the NJC scale; this post is graded at SCP 12 at £24,462 (including our Inner London Weighting Allowance) for 28 hours (pro rata of £30,578)
2. This post is funded until the end of March 2026, with a probable extension.

3. Overtime is not paid, but time off in lieu may be granted.
4. Mind in Camden has an auto-enrolled pension scheme into which Mind in Camden contributes 5% of salary and the employee contributes 3%.
5. The hours of work are 28 per week that will ordinarily be worked between 9.30am – 5.30 pm with a one-hour (unpaid) lunch break.
6. Occasional evening or weekend work may be required.
7. Annual leave entitlement is initially 27 days plus public holidays (pro-rata for part-time staff).
8. All Mind in Camden job descriptions may be subject to periodic review.
9. The post holder may be required to work across multiple sites in Camden.

Accessibility:

Mind in Camden's main premises are part of a shared building and are located on two floors with stairs to both floors. From the front door there are 9 stairs to the upper floor and 9 stairs down to the lower floor, although the lower floor also has a wheelchair accessible entrance. There is a ground floor toilet that is wheelchair accessible.



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Person Specification

All areas in the person specification are essential unless stated otherwise

Qualifications

1. Evidence of mental health learning essential (e.g. CPD courses, counselling/therapeutic study, community mental health study or relevant degree).

Knowledge

1. Broad understanding of mental health issues.
2. In-depth understanding of community engagement and barriers accessing services, specifically for users of mental health services.
3. Thorough understanding of co-production and recovery principles.
4. Thorough understanding of the principles of good customer service.
5. Thorough understanding of good practice in person-centred client work.
6. Thorough understanding of equal opportunities with particular emphasis on how it applies to users of mental health services.
7. Excellent understanding of the benefits of social engagement to mental health and overall wellbeing.
8. A thorough understanding of the principles of development work and good partnership working.
9. A working knowledge of monitoring and evaluation methods, and measuring outcomes.
10. A working knowledge of safeguarding considerations.

Experience

1. Working with people with mental health issues.
2. Engaging and working productively with a wide range of both internal and external stakeholders.
3. Facilitation of group spaces and supporting workshop leaders.
4. Recruiting, training, managing and motivating volunteers.
5. A track record in the development and delivery of projects.
6. Marketing, website and social media administration experience.
7. Report writing.

Skills & Abilities

1. Ability to deliver effective training to a variety of audiences.
2. Ability to lead a team of volunteers.
3. Ability to work supportively and effectively with people with mental health issues.
4. Excellent project coordination skills, with an ability to deliver against targets and objectives.
5. Excellent communication and interpersonal skills .
6. Effective recording skills, including ability to minute and record meetings.
7. Ability to communicate constructively and professionally with external agencies.
8. Problem solving skills.
9. Ability to work independently and as part of a small team and a wider network.

10. Intermediate level or above computer skills with knowledge of Word and Excel.

Commitment to:

1. Implementation of equal opportunities through anti-discriminatory practice.
2. Service user participation.
3. Confidentiality.