**JOB DESCRIPTION**

**Post: Health and Wellbeing Coach – Mental Health Connect Project**

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| **HOURS:** | **17.5 hours per week over 3 days per week** |
| **SALARY:** | **Circa £24k FTE (based on 35 hours per week + pension contribution)** |
| **HOLIDAY ENTITLEMENT:** | **36 days per annum pro-rata including bank holidays** |
| **LOCATION:** | **Based at 13 Scott Street, Keighley, BD21 2JH** |
| **RESPONSIBLE TO:** | **Candy Squire-Watt, Mental Health Connect Project Lead**  **Melanie Hey, CEO** |
| **EMPLOYED BY:** | **KHL Trustee Board** |

1. **JOB PURPOSE**

To provide 1 to 1 support and encouragement to individuals who are referred to the Mental Health Connect project, enabling them to build on their strengths, leading to improved mental health and wellbeing. To signpost to, and where required support people to access, a range of services and activities available in the local community. To deliver established information and education programmes in communities. Where gaps are identified, to refer this to the Mental Health Strategic Provider as appropriate.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

* Receive, triage and respond to referrals to the Mental Health Connect Project.
* Provide one to one coaching, via phone call or face to face, to individuals referred to the service who, following triage require additional support.
* Undertake holistic assessments with individuals, using motivational and behavioural change techniques, to identify strengths and barriers to maintaining their mental health and wellbeing and to help them develop personal plans with achievable goals that lead to improved health, wellbeing, and mental health self-management.
* Liaise with a range of services across Airedale and Wharfedale to identify appropriate support packages and ensure holistic care is provided that is appropriate and consistent with the individuals’ needs and aspirations.
* Signpost and connect individuals to community-based activities or local health, social care and voluntary services to support their mental health and wellbeing.
* Plan and deliver one off taster and short-term group-based activities.
* Develop a community mental health staff training offer alongside the Mental Health Lead.
* Support the Mental Health Connect Project Lead with project delivery and development of projects.
* Deliver established information and education programmes in the community.
* Adhere to KHL’s policies and procedures including Safeguarding, Data Protection, Confidentiality, Equal Opportunities, Health and Safety and Environmental policies in all aspects of the work.
* Carry out such other appropriate tasks as required to meet the aims and objectives of the organisation and the Mental Health Connect Project’s aims and objectives.

1. **MONITORING AND EVALUATION**

* Collect, collate, and maintain data using a range of platforms including MYMUP and Compass.
* Work with the Mental Health Connect Project Lead to develop appropriate monitoring and evaluation tools and ensure all relevant paperwork for monitoring is undertaken as required by funders/commissioners.
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* Undertake evaluation and case studies as directed by the Mental Health Connect Project Lead.
* Provide support to the Mental Health Connect Project Lead in the production of reports for monitoring and evaluation of the service.

1. **PERSONAL DEVELOPMENT**

* Actively participate in supervision and training.
* Actively participate in team meetings and partner meetings as required.
* Undertake a range of mandatory and role-specific training to enhance your continued personal development.

1. **ADDITIONAL**

* Travel across Airedale and Wharfedale.
* Promote the positive and professional ethos of KHL both internally and externally.
* Continually strive to improve service quality and bring added value to projects.
* Work as part of a team and develop positive relationships with colleagues.
* Generate and share ideas to develop and improve projects and administrative systems.
* Support and train volunteers and student placements.
* Carry out any additional duties as required or appropriate to the post and grade.

1. **REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by KHL. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

1. **SAFER RECRUITMENT**

KHL is committed to recruiting staff that are suitable to work with children, young people and adults. We prioritise the safety and wellbeing of the children, young people and adults that we work alongside and support through a rigorous selection process. The identity of the successful candidate will be checked thoroughly, including a DBS check, where appropriate.

*This is not a final and complete statement of the duties attached to this post which may need to be amended from time to time in accordance with the changing needs of the organisation. KHL expect all staff to have a can-do attitude/employ a hands-on approach in terms of the centre and its projects, which from time to time may mean stepping in to help wherever help is needed. You will be asked about your ability to do this at interview.*

**Contact Details**

Candy Squire-Watt, Mental Health Connect Project Lead

[candy.squirewatt@khl.org.uk](mailto:candy.squirewatt@khl.org.uk)

Tel: 07355 357337

**Health and Wellbeing Coach Person Specification**

| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| --- | --- | --- | --- |
| **Qualifications** | * Educated to GCSE or equivalent (GCSE Maths & English C or above). * Training or experience in motivational coaching, behavioural change, and goal setting. | * Educated to degree level, or a relevant professional recognised qualification in Mental Health, or substantial relevant work experience.   • Coaching/Mentoring qualification  • Mental Health First Aid. | Application Form |
| **Specialist Knowledge/ Experience** | * Experience of engaging and working with vulnerable communities around health and wellbeing. * Experience of providing one to one support to vulnerable individuals. * Experience of supporting people with their mental health, either in a paid, unpaid, or informal capacity. * Experience of partnership/collaborative working and of building relationships across a variety of organisations including the statutory and voluntary sectors. * Experience of data collection and using tools to measure the impact of services. * Understanding of mental health & wellbeing and associated factors. * Understanding of the determinants of health to include social, economic, and environmental factors. | * The ability to speak fluent English plus, the ability to speak another language such as Urdu, Punjabi, Arabic, Polish, Slovakian. * Experience of delivering health and wellbeing support to individuals on a one to one and group basis. * Experience of working in the voluntary sector. | Application Form Interview / Presentation |
| **Practical & Intellectual Skills** | * Ability to communicate well with a range of people both inside and outside the organisation. * Ability to build and maintain relationships whilst maintaining appropriate professional boundaries. * Good organisational skills including effective time management and multi-tasking. * Ability to deal with sensitive information with professionalism and always maintain confidentiality. * Communication, presentation and influencing skills. * Ability to communicate complex and sensitive information in an understandable form to a variety of audiences. * Report writing. * Problem solving and analytical skills. * Computer literate and competent in using all Microsoft applications e.g. Word, Excel etc. * Ability to work on own initiative and as part of a team. * Ability to identify risk and assess/manage risk when working with individuals/in a community building. * Ability to follow policies and procedures. | * Experience of working on digital CRM or similar systems for example MS Teams, MYMUP, Compass | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Committed to holistic person-centred care. * Willingness to actively participate in meetings. * Have excellent communication skills – both oral and written. * Ability to work under pressure and have a ‘can do’ approach to work. * Be flexible and enthusiastic. * Demonstrate commitment to equality and respect for diversity and inclusion. * Adherence to all aspects of the Data Protection Act 1998 and KHL confidentiality policies. * Able to get along with people from all backgrounds and communities, respecting lifestyles, and communities. * Sensitive and empathetic in distressing situations, demonstrate listening skills displaying empathy and emotional resilience. |  | Application Form  Interview |
| **Other** | * Willingness to undertake a basic Disclosure and Barring Service (DBS) check. * Ability to travel around the area in accordance with work requirements. * Flexible approach to working hours. * Must be eligible to work in the UK. |  | Application Form Interview |