



Mind in Camden

Healthy Minds Get Set to Go Sports and Fitness Development Worker (PT - 21 hours per week)

Job Description

Job title: Healthy Minds Get Set to Go Sports & Fitness Development Worker
Accountable to: Healthy Minds Community Programme Manager
Responsible for: Get Set to Go Volunteers
Grade: NJC scale point 22-25 starting at £14,767 (including ILW) for 21 hours (£24,613 pro rata)
Duration: The post is funded initially for three years from February 2017 until January 2020. It may be extended for a further two years.

Purpose of the job To contribute to the Healthy Minds Community Programme through developing and coordinating a Get Set to Go Sports Programme, supporting individuals with mental health issues to engage in physical activities to improve wellbeing.

Aims of the project:

- Train, induct, coach and supervise a team of volunteers to deliver individual link work support to sports and fitness activities in Camden, including accessing classes delivered as part of Camden Council's exercise on prescription programme.
- Train and support existing sports and fitness providers to work more inclusively with people experiencing mental distress and set up taster sessions as part of the Get Set to Go project.

Direct Development Work with Sports and Fitness Providers, and other partners:

1. Work collaboratively to integrate the Get Set to Go programme both within the wider Healthy Minds network and Camden Council's Sports and Fitness provision.
2. Deliver Get Set to Go Training to sports providers and coaches and support providers to sign up to the national Mental Health Charter for Sports and Recreation and develop action plans.
3. Support providers with implementing action plans, including setting up taster sessions for the Get Set to Go Programme and increasing access to provision for people with mental health issues.
4. Keep records of the work of sports providers for reporting purposes.
5. Work with community centres to provide sports and fitness activity as part of the overall Healthy Minds programme.
6. Work with Get Set to Go at national Mind and other providers to embed and share good practice.
7. Develop and support mechanisms for sharing practice, general communication between groups and facilitating peer support
8. Develop and chair a steering group for Get Set to Go consisting of local sports and fitness stakeholders.
9. Develop and utilise training and support materials for groups and facilitators

Leading Volunteers:

1. Recruit, train, coach, supervise and motivate volunteers to work with service users to achieve fitness and wellbeing goals.

Direct work with service users:

2. Develop assessment, activity and outcome recording tools in line with Get Set to Go guidelines to support the individual work with service users.
3. Establish and manage referral procedures for the service and carry out referral assessments and follow up with clients as necessary.
4. Ensure service users are supported by volunteers to access sports and fitness activities.
5. Ensure that all work with service users is documented and entered into the service database.
6. Establish and implement procedures with Camden Council for working with fitness on prescription referrals.
7. Provide and facilitate the provision of peer support for new and existing group facilitators
8. 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.
9. Respond to crisis, safeguarding issues and complaints effectively

Reporting:

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 22-25 starting at £14,767 (including Inner London Weighting) for 21 hours (£24,613 pro rata) rising by annual increment to point 25.
2. Overtime is not paid, but time off in lieu may be granted.
3. Mind in Camden has an auto-enrolled pension scheme into which it currently pays 5% of salary. From 2018 you will be required to contribute an additional 3% into the scheme.
4. The hours of work are 21 per week that will ordinarily be worked between 9.30am – 5.30 pm with a one hour (unpaid) lunch break.
5. Occasional evening or weekend work may be required.
6. Annual leave entitlement is initially 27 days plus public holidays (pro-rata for part-time staff).
7. All Mind in Camden job descriptions may be subject to periodic review.
8. The post holder may be required to work across multiple sites in Camden.

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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)
2. Sports coaching or leadership qualifications for example NGB coaching award, Fitness Instructor certificate, Leader or Activator award (desirable)

Knowledge

1. Broad understanding of mental health issues
2. In depth understanding of sports and fitness provision.
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 sports and fitness activity 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. Recruiting, training, managing and motivating volunteers
4. A track record in the development and delivery of projects.
5. Marketing, website and social media administration experience
6. 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