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**Mind in Camden**

**Voices Unlocked Development Worker
 (21 hours per week)**

**Job Description**

**Job title** Voices Unlocked Development Worker

**Accountable to** Hearing Voices Project Manager

**Responsible for** No staff, but day-to-day support of volunteers/other staff when facilitating groups or in manager’s absence

**Grade** NJC scale point 22-25

**Hours** 21 per week

**Purpose of job** To contribute to the development of services for people detained in prisons, secure units and Immigration Removal Centres by co-running peer support groups, facilitating workshops, networking, recording and sharing of good practice, delivering training to staff and users, supporting and developing new facilitators and the establishment of new peer support groups and workshop programmes.

**1. Aims of the project:**

To enable detained people to reduce isolation/stigma, increase coping strategies and self-esteem, improve resilience, reduce self-harm/suicidal ideation and increase their ability to engage in meaningful occupation, substantially reducing the impact that issues like voice hearing, unusual beliefs, extreme anxiety and hopelessness have on their lives.

To achieve the above the post holder will implement and promote methods that include:

* Respect for people defining their own understanding of their experiences (i.e. avoiding imposed labels and diagnoses)
* Support for people to learn to cope with their own experiences, and help others cope with theirs, in their own frame of reference through peer support and self-help
* Seeking to embed these approaches in the institutions with which we work by providing training for staff

**2. Development Work:**

* Support existing and develop new peer support groups and workshops for detained people in conjunction with relevant partners
* To co-run groups in institutions with partners in order to develop materials and methods of working
* To keep detailed records of the work and ensure all groups and sessions run are periodically evaluated
* Facilitate the development and training of group facilitators
* Develop and support mechanisms for sharing practice, general communication between groups and facilitating peer support
* Develop and utilise training and support materials for groups and facilitators
* Provide and facilitate the provision of peer support for new and existing group facilitators
* To provide specialist support to staff in partner agencies around a range of issues including hearing voices, unusual beliefs, self-harm and related experiences
* Organise and run training events and networking/support meetings for new and existing facilitators where required
* Contribute to forward planning for the project
* Ensure that all work is carried out according to Mind in Camden policies and procedures
	1. **3. Reporting:**
* To maintain clear, accurate and up-to-date records of the project’s work.
* To maintain monitoring data on the project.
* To prepare reports as directed by the line manager.
* To contribute to maintaining up to date publicity materials.

**4. General Duties:**

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

**All staff are expected to:**

* + Recognise changes in circumstances promptly and adjust plans and activities accordingly.
	+ Find practical ways to overcome barriers.
	+ Present information clearly, concisely, accurately and in ways that promote understanding.
	+ Assist in creating a sense of common purpose.
	+ Make best use of available resources and proactively seek new sources of support when necessary.
	+ Act within the limits of their own authority.
	+ Be vigilant about potential risks and hazards.
	+ Take pride in delivering high quality work.
	+ Take personal responsibility for making things happen.
	+ Take personal responsibility for effectively communicating with service users, members of their work team, managers and other work groups
	+ Consult with their work group about matters which directly affect their work
	+ Deal appropriately with service user complaints
	+ Work within Mind in Camden’s values

**Main conditions of Service:**

* The starting salary is NJC scale point 22 rising to point 25 by annual increment. Point 22 is £15,138 (including Inner London Weighting) for 21 hours. Full time equivalent£25,231.
* Mind in Camden has an auto-enrolled pension scheme into which it currently pays a non-contributory amount of 5% of salary. From 2019 you will be required to contribute an additional 3% into the scheme
* Overtime is not paid, but time off in lieu may be granted.
* This post is funded until March 2020
* The hours of work are 21 hours per week with normal hours being 9.30am – 5.30 pm with a one hour lunch break.
* Occasional evening or weekend work may be required. Annual leave entitlement is 27 days plus public holidays, rising to 30 days after three years’ service (pro-rata for part-time staff)

All Mind in Camden job descriptions may be subject to periodic review.

**Accessibility information**:

The post holder will be based at Barnes House, 9-15 Camden Road, London NW1 9LQ, but will also be working in other settings. The office is in a central location in Camden Town with excellent public transport facilities. The Wellbeing Centre is on the ground floor which is wheelchair accessible and has an accessible toilet. However, there is no wheelchair access to the upper floor which has eight stairs leading from the main door.

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**Person Specification**

*All areas in person specification are essential unless stated otherwise*

**Qualifications**No formal qualifications are required.

**Knowledge**

1. Broad understanding of mental health issues
2. In depth understanding of the issues faced by women who hear voices within the prison setting
3. Clear understanding of the principles and practice of Hearing Voices Groups
4. Awareness of current issues in policy and practice in mental health
5. Understanding of user empowerment and user involvement
6. Understanding of the operation of user-led services
7. Understanding of anti-discriminatory practice with particular emphasis on how it applies to women detained in prison, Immigration Removal Centres and other secure settings

**Experience**

1. Experience of working in mental health services, in a paid or unpaid capacity
2. Experience of working in a forensic, prison or secure setting (desirable)
3. Experience of facilitating groups or networks
4. Experience of designing and planning development projects (desirable)
5. Experience of facilitating/participating in Hearing Voices Groups (desirable)
6. Experience of hearing voices (desirable)

**Skills & Abilities**

1. Good communication and interpersonal skills
2. Effective recording skills, including ability to minute and record meetings
3. Ability to facilitate information and support meetings and encourage people to express their own views
4. Ability to communicate constructively and professionally with external agencies
5. Project management skills
6. Problem solving skills
7. Ability to work independently and as part of a small team
8. Ability to design and deliver training or to demonstrate capacity to learn
9. Intermediate level or above computer skills with knowledge of Word and Excel or demonstrate capacity to learn

**Commitment to:**

1. Implementation of Equal Opportunities through anti-discriminatory practice
2. Service user participation
3. Confidentiality