



## **Solent Mind - Job Description**

**Job Title: Wellbeing Co-Ordinator (New Forest)**

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**Purpose:** Solent Mind is the provider for Wellbeing services in the New Forest. The Wellbeing Centres provide a range of activities and support to service users both in the centres and in the community in 1 to 1 and group based activity.

The Wellbeing Co-Ordinator will be responsible for the development and delivery of psycho-educational groups. Support service users to reach independence and wellbeing through recovery star assessment and 1 to 1 support. The role will delegate to the Wellbeing staff for short term focussed interventions to enable service users to achieve goals identified through the recovery star process.

**Reports To:** Wellbeing Manager

**Direct Reports:** Wellbeing Senior Advisors, Advisors and Volunteers

**Key Relationships:** Wellbeing Staff, Service users, Carers, Delivery partners, Health and Social Care providers and other key stakeholders

**Location:** New Forest Wellbeing Centres - Hythe and New Milton

**Hours:** 37 Hours Per Week  
(to include some weekends/evenings/public holidays as required)

**Salary Range:** £22,829 to £24,584 Per Annum (SM PP 25-28)

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### **Main Responsibilities**

To be responsible for the development and delivery of psycho-educational groups within the Wellbeing service.

To work with an identified caseload to assess and agree a programme of short term interventions to enable service users to achieve goals identified through the recovery star process.

To supervise Wellbeing staff and support the Wellbeing Manager with the day to day running of the service.

## **Key Duties**

- To co-ordinate daily activities within the Wellbeing Centre under the direction of the Manager
- To undertake assessments using the Recovery Star to identify agreed goals and activities which will maximise wellbeing and independence
- To create and deliver psycho-educational groups with the aim of supporting service users to manage their mental health
- To support service users to engage effectively with the agreed programme and to research and identify appropriate interventions which will enable them to achieve their identified goals
- To positively promote and encourage activities which will encourage service users to become more independent and involved with the local community
- To ensure service users' progress is regularly reviewed and to agree appropriate actions towards the achievement of goals
- To share with staff of the Wellbeing Centres and other agencies as appropriate information regarding the service users' wellbeing in line with Solent Mind policies and procedures
- To maintain records in line with Solent Mind policies and procedures including in-putting data to the relevant systems
- To ensure service user data is collected, collated and presented in line with contractual requirements and within agreed time-scales
- To ensure that all income and expenditure is recorded and receipted in accordance with financial procedures and within delegated authority levels
- To attend relevant meetings related to the provision and delivery of Wellbeing services and to feedback information to the manager and other staff
- To identify innovative ways of developing and improving the service
- To ensure effective communication is maintained between service users, staff of the Wellbeing Centre and others

## **Staff Management**

- To be responsible for supervising Senior Wellbeing Advisors, Advisors, performance management and appraisal and the identification of learning needs and coaching to support these needs
- To be involved in the recruitment and induction process for Wellbeing staff and volunteers
- To ensure staff keep their Outlook calendars up-to-date and are aware of check-in procedures and adhere to these

## **Internal and External Liaison**

- Develop and maintain good relationships with staff from the Health and Social care agencies and other key partners, sharing appropriate information under Solent Mind's Confidentiality and Risk Assessment Policy
- Develop and maintain good working relationships with associate organisations which share the building
- Attend staff meetings and supervision as required
- Develop links and maintain good relationships with local community
- Represent the Manager at various meetings

## **General**

- To uphold the aims and values of Solent Mind
- To contribute to the ongoing development of the service and to best practice
- To work within Solent Mind policies and procedures
- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public
- All employees have a responsibility to prevent abuse and neglect and report concerns
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current Data Protection legislation and Security and Confidentiality Policies
- Undertake not to abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties

**This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Solent Mind**

## Solent Mind - Person Specification

### Job Title: Wellbeing Co-Ordinator (New Forest)

Requirement	Essential or Desirable
<p><b>Qualifications / Education / Training:</b> IAG level 3 or equivalent relevant qualification and /or extensive experience</p>	Essential
<p><b>Experience:</b> Experience of working with vulnerable people with diverse needs Experience of group development and delivery Experience of working in a mental health setting Experience of individual needs assessment Personal experience of mental health problems Experience of working in partnership</p>	Essential Essential Desirable Desirable Desirable Essential
<p><b>Knowledge/Skills/Competencies:</b> Ability to research and identify appropriate community resources Understanding of diversity issues Knowledge of links between physical health and mental health Excellent written and verbal communication skills Intermediate I.T. skills - Word, Outlook, Excel Ability to assess and manage risk and conflict Able to work on own initiative and within a team Having a positive attitude to people from diverse backgrounds Possesses supervisory management skills</p>	Desirable Essential Desirable Essential Essential Essential Essential Essential
<p><b>Other:</b> Access to vehicle Ability to be flexible and cover hours including weekends and bank holidays and cover Manager when on leave etc Commitment to Solent Mind's values Commitment to Solent Mind's Equal Opportunities and Diversity policies. Willingness to undergo a relevant DBS Check if required</p>	Essential Essential Essential Essential Essential

**Date job originated: November 2012**  
**Date job reviewed: December 2013**  
**Reviewing Manager: E White Ripley**  
**Date job updated: December 2013 - v4**



## **DBS NOTE TO APPLICANTS**

### **Disclosure & Barring Service And Recruitment Of New Staff**

Solent Mind has registered with the Disclosure & Barring Service (DBS), previously known as CRB, in order to make safe, well informed recruitment decisions. We are ensuring that all our relevant policies meet legal and best practice requirements.

We have assessed the post of:-

### **WELLBEING CO-ORDINATOR (New Forest)**

As requiring an:-

**Enhanced & Barred** level of disclosure.

All convictions, including convictions which would otherwise be "spent" under the Rehabilitation of Offenders Act 1974, must be disclosed for the purposes of this job application.

Solent Mind will determine the relevance of any convictions to the post applied for in line with guidance from the DBS.

Any applicant who is offered employment will be subject to a DBS check from the DBS before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. Applicants will have the opportunity to discuss any disclosure information before a final decision is made as part of the post interview process.