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**MIND IN CROYDON**

**JOB DESCRIPTION**

**ACTIVE MINDS CO-ORDINATOR**

1. Mind in Croydon is a voluntary organisation which is concerned with the welfare of people with mental health problems, living in the London Borough of Croydon. Its projects include an Advocacy Service, a Welfare Benefits Advice Service, a Social Networking Service, a Counselling Service, an Information Service, an Employment and Social Inclusion Services and the Active Minds project located at Orchard House,
2. Based mainly at Orchard House, 15A Purley Road, South Croydon, CR2 6EZ although required to work at other sites within Croydon as requested by the Manager.
3. Responsible for: Volunteer peer Buddies. No staff responsibilities.
4. Responsible to: the Active Minds Manager.
5. Mind in Croydon’s Active Minds Project is where individuals can regain and obtain new skills and the confidence necessary for independent life in the community through joining activities such as yoga, badminton, dance, archery, gardening etc. It also delivers the Live Well Service.
6. Main purpose of job: To empower people with mental health problems to take part in specialist groups and mainstream community activities that will improve their physical and mental well-being. Encouraging clients healthy lifestyle behaviour change whatever the setting, and developing a strong volunteer base, strong links with the local Croydon Council Live Well team and local sports providers. All our clients who have expressed an interest have identified a difficulty with getting started, and keeping going with an exercise programme although all are motivated to get fitter, lose weight, eat more healthily etc. They have also all expressed a feeling of social isolation and a wish to make new friends. This aspect of increasing networks and socialising is at least as important as the exercise part of the project. This role includes working towards the preventative agenda including, looking primarily at **resilience** as an outcome. We hope to prove that healthy lifestyles enable people to cope with life’s difficulties so that they are less likely to relapse. One of the main aims of this post is to successfully deliver the Live Well Service providing one to one support to enable clients to stop smoking, manage weight, reduce alcohol useage and achieve better mental wellbeing.

**Tasks:**

**7. Working with clients**

1. Receive client referrals from statutory and voluntary agencies and work with a caseload of clients
2. Develop Mind’s existing sports group which takes clients swimming and to the gym at a local leisure centre. Increase the membership of this group.
3. Consult clients to ascertain their needs and explore existing sport and leisure opportunities such as local gyms, leisure centres
4. Work with the local exercise and healthy lifestyles initiatives including the exercise referral Programme whereby clients are prescribed exercise by health professionals: support clients in completing these programmes.
5. Accompany clients on occasion (eg attend gym inductions, fitness groups, swimming sessions etc) and mentor and support clients with a view to them accessing health and leisure facilities independently on an ongoing basis
6. Connect clients to and support them in carrying out healthy living processes such as healthy eating eg. inviting professionals in to give talks, discussing diet, referring to Mind in Croydon projects such as our allotment gardening project etc.
7. Create individual ‘action plans’ for Live Well service users and conduct regular reviews including setting objectives and measuring achievements
8. Create a programme of leisure and sports activities such as Mind’s existing badminton group: an example might be to set up and run a guided/led walking project for clients in local parks or common land
9. Be available occasional weekends and evenings to accompany clients eg: to enrol with a local running group or attend promotional and fund-raising events (time off in lieu will be given)

**8. Working With Volunteers and others**

1. Recruit, train and retain Volunteer Buddies and Orchard House admin volunteers.
2. Pair up Volunteer Buddies to support clients and review support when necessary
3. Support Volunteer Buddies to input monitoring data from clients onto our cloud based data base.
4. Working with Mind in Croydon Services and Other Agencies including commissioners and funders.
5. Delivery of mental health awareness sessions to local sports providers.
6. Delivering training to voluntary sector organisations and other providers in the community on supporting people with mental health problems to access sports and physical activities.

**9. MARKETING AND PROMOTION**

i. Develop links with local sports and leisure groups

ii. Market and promote Mind in Croydon’s healthy lifestyles initiative to local

professionals such as GPs, Social Workers, etc.

This includes creating and delivering presentations to audiences throughout Croydon and at Mind in Croydon’s other projects

1. **Administrative and General Responsibilities**

i. Record how many people have accessed the service and record agreed data regarding outcomes on Views database and Excel database.

ii. Produce quarterly reports, promotional/academic reports and contribute to newsletter items and publicity materials to make the project better known.

1. Generate own correspondence, keep own files, write up notes etc
2. Write funding applications to generate further income to continue this excellent project
3. Act as a full member of Mind, working at other sites as requested by the Manager to cover sickness, holidays etc as necessary.
4. **General**

i. To work as a member of a team, communicating with others in writing and face to face, taking part in staff meetings and team meetings.

ii. To maintain quality standards in accordance with Mind in Croydon’s policies and procedures.

1. To accept line management and supervision from the post holder’s designated line manager and to engage constructively in this process.
2. To accept the need to learn from experience, to actively take part in reflective practice, to change where necessary, develop new skills and keep up to date with current practice and undertake training as directed by the post holder’s designated line manager.
3. In addition to the tasks and duties outlined in this job description, to undertake such duties as may be identified and which are generally compatible with the functions of the post.
4. Staff will be responsible for respecting and maintaining personal and professional boundaries concerning relationships with service users, volunteers and other staff. Also to act in a professional and responsible manner which does not have a negative impact on the service or the organisation as a whole and which is in accordance with the policies and procedures of Mind in Croydon Ltd. It is the responsibility of all staff to inform a member of the senior management team immediately if service users, volunteers or staff do not comply with the above.

**12. MIND IN CROYDON POLICIES**

* 1. EXTERNAL RELATIONS

The post holder may only submit written material or speak to the press in accordance with the Mind in Croydon guidelines for contact with the media.

* 1. USER PARTICIPATION

Mind in Croydon is committed to encouraging full participation of service users in the planning and running of all aspects of its work. All staff are expected to assist and encourage users to take full responsibility in the day-to-day activities of the project.

* 1. EQUAL OPPORTUNITIES

Mind in Croydon is committed to an Equal Opportunities Policy and is opposed to discrimination on any grounds. All employees are required to work within this policy.

* 1. CONFIDENTIALITY

All employees of Mind in Croydon are expected to respect the rights of clients to privacy and confidentiality as far as possible within the constraints of legal requirements and the safety of other people.

January 2020