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**MIND IN CROYDON**

**ACTIVE MINDS CO-ORDINATOR**

# PERSON SPECIFICATION

The following person specification is a guide to the skills and qualities that Mind in Croydon wishes to find in the successful candidate for the post.

## **ESSENTIALS**

## Experience

1. Six months’ experience in mental health or in a caring role dealing with vulnerable members of the community (children or vulnerable adults) in either a paid or voluntary capacity.

## Knowledge, skills and aptitudes

1. Knowledge of people with mental health problems and of mental health issues.
2. Proven success in getting people to live healthier lifestyles in the area of sporting/fitness activities. Please give details of who/how many people you have helped and what they achieved as a result of your efforts.
3. Proven success in achieving results in getting people to live healthier lifestyles in the area of healthy eating. Please give details of who/how many people you have helped and what they achieved as a result of your efforts.
4. Proven success in achieving results in getting people to live healthier lifestyles in at least one related area eg. smoking cessation, social inclusion, encouraging learning, weight loss etc.
5. Ability to work as part of a team.
6. Ability to support and supervise service users day to day.
7. Good communication skills
8. Ability to write reports and case studies to a professional standard, funding applications to ensure the continuation of the project in future years, and letters and minutes (literacy)
9. Ability to record and analyse statistics to provide monitoring data to funders’ requirements (numeracy).
10. Understanding of the principles of risk assessment and safeguarding.
11. Proven success in motivating people who have found it difficult to change and in engaging people to engage in the project in the first place.
12. Self confidence and a proven track record in improving self confidence in others in a variety of settings outside the office.
13. Ability in managing volunteers. Please give details of how many volunteers you have managed, in what settings and how your efforts contributed to their effectiveness.
14. Ability to deal with difficult people in a firm, consistent and fair manner, good listening skills.
15. Good computer skills
16. Good organizational skills
17. Abilities in creating presentations and willingness to give talks etc to audiences to market and promote Mind in Croydon’s healthy lifestyles initiative to local GPs, Social Workers, etc.
18. Proven success in facilitating a variety of different small groups and managing group dynamics.
19. Proven success in accompanying clients to activities outside the office, mentoring and supporting them in external situations.
20. Having the sort of skills and aptitudes required to successfully deliver Croydon Council’s Live Well project.

## Personal Qualities

1. Understanding gained from working in a multi-racial setting
2. Ability to cope with pressure and ability to react quickly but thoughtfully in a crisis situation.
3. Flexibility and agreement to work occasional evenings and weekends (to accompany clients at gym inductions, promotional and fund-raising events etc)
4. Flexibility and agreement to work as requested on occasion at our other projects (mainly to cover for sickness and holiday absence).
5. Energetic and outgoing personality.
6. Commitment to equal opportunities including user involvement in running services.
7. Willingness to learn from experience and to undertake training where necessary
8. Sufficiently healthy and physically able to carry out the duties in the job description which are in a variety of locations and buildings including sports fields, gyms, dance halls etc. We are always happy to make adaptations where reasonable.
9. Sufficient mobility to travel to other parts of the Borough and beyond is

required. We are always happy to make adaptations where reasonable.

### DESIRABLES

1. Appropriate sports and/or healthy eating qualifications
2. First Aid Certificate and/or knowledge of Health and Safety
3. Have already obtained/are working towards/would be prepared to work towards a Level 2/3 Smoking Cessation Qualification.

January 2020