



Recruitment Pack
Community Development
(Volunteer Resources)

October 2018

Thank you for your interest in working with Lancashire Mind

Who are we?

We are more than a mental health charity.

We're a passionate movement leading the wellbeing revolution in Lancashire.

Our vision is mental wellbeing for all. Our work enables people in Lancashire to value and take care of their mental health. Our dedicated team challenge misconceptions about mental health, develop resilience in people from an early age and work with communities to build a happier Lancashire.

We work in partnership with others to provide support, raise awareness and campaign locally to make mental wellbeing a priority. We believe that prevention is the solution, that everyone can achieve mental wellbeing and that resilience is the key to sustaining it.

With 50% of mental health conditions developing before the age of 14, building resilience from an early age is central to the work we do. We have developed a range of resilience programme for children and young people of various ages.

Approximately 1 in 4 people in Lancashire are currently living with a mental health condition. The vast majority play an active role in society with a significant proportion in active employment. However, we know that too many still face barriers to good health, employment and wider well-being and we remain committed to ensuring that everyone experiencing a mental health condition is treated as an equal by society and can access the right support at the right time

when they need it. We will not rest until we achieve mental wellbeing for all.

We invest in and work with others to innovate; developing and testing new ways of promoting mental well-being and better managing mental health conditions.

We work with people to manage and improve their mental wellbeing through our Tenancy Management and Wellbeing Coaching services, adopting a joined-up approach with other services.

We work with businesses across Lancashire to provide effective workforce training to improve resilience and mental wellbeing and to reduce the impact of stress and mental health conditions in the workplace.

Everyone who works for Lancashire Mind is fuelled by a passionate belief that achieving mental wellbeing will reduce the occurrence of mental health conditions and help those with conditions to manage them better and stay well for longer. We believe that, working together with others, we can make Lancashire the beacon county for mental wellbeing and ensure everyone experiencing a mental health condition is treated as an equal member of society.

The service

Lancashire Mind's delivery is made up of three core areas: wellbeing coach, community development and tenancy management.

Each team at Lancashire Mind is driven by Mind's resilience model, with community development focusing on promoting mental wellbeing and building social capital.

The Community Development Team work across Lancashire taking an asset-based community development approach to building resilient communities.

Promoting wellbeing, through the five ways to wellbeing, is a cornerstone for this team, inspiring

practical activities that can remove barriers and promote positive behaviours.

The Community Development Team support the communities of Lancashire to take part in activities that promote wellbeing and build social connections - building community resilience and 'futureproofing' wellbeing.

The role

This Community Development post will have a focus on creating and implementing a volunteering programme for Lancashire Mind.

Working with all teams across the organisation, you will encourage and support the involvement of volunteers. The aim is to grow the number of people who give their time and energy to the organisation and ensure we are capitalising on the assets available.

As part of the Community Development Team, you will deliver community-based activities, including working on the Happier Lancashire and Time to Change campaigns. This includes representing the organisation at events/meetings, giving talks to community groups and supporting delivery of projects that the Community Development Team lead.

You will work with the wider Lancashire Mind staff team to organise the recruitment, training and support of volunteers to ensure their experience is consistently good across the organisation.

You will also help to strengthen the Lancashire Mind brand by identifying opportunities to promote the organisation to communities across the county. You will collaborate with colleagues to ensure our vision of *Mental Wellbeing for All* is promoted through everything you do.

What people enjoy about working with Lancashire Mind

- Challenging, varied, flexible and innovative work
- Shared passion for mental health and wellbeing
- Rewarding work - making a difference, seeing progression, a sense of achievement
- Feeling valued, listened to and supported by colleagues
- Working with people, the community, a wide range of organisations and meeting new people
- Responsibility, trust, openness and autonomy
- Opportunities to learn
- Feeling part of something revolutionary

Organisational perks

- Lancashire Mind offer the opportunity for staff to save for their retirement by providing a workplace pension scheme.
- Staff are eligible for our sick pay scheme after completion of a six-month probation period.
- The annual holiday entitlement for full-time members of staff is 25 days (plus 8 bank holidays).
- Bereavement and emergency time off - we appreciate that there can be difficult times for you and your family and the organisation offers additional leave to support you during these times.
- All members of staff receive monthly supervision, giving you protected time each month to reflect on and plan the work you do.
- Lancashire Mind is committed to providing learning and development opportunities.
- Our workplace wellbeing scheme - provided by staff champions who organise wellbeing activities and social events to support the organisation's commitment to workplace wellbeing.

- We strive to be a green organisation and take practical steps to reduce our ecological footprint.
- Bike-to-Work scheme – a salary sacrifice scheme that allows you to get a bike and accessories deducted, in instalments, from your salary before tax and national insurance contributions.
- We reimburse the cost of standard eye tests and annual flu jabs.
- As a local Mind, we're part of a network of over 130 local Minds and connect in with good practice nationwide to feed into our delivery in Lancashire. In addition to the network, we have a deep, ongoing relationship with national Mind and we work together.

Job description

Job title: Community Development (Volunteer Resources)

Hours: 35 hours per week

Salary: NJC point 23 (£21,693) to 26 (£23,865)

Responsible to: Community Development Lead

Location: Chorley, with extensive travel to other areas of Lancashire

Overview

This role will involve: the development of an organisation wide volunteering programme; the delivery of community development projects; and promotion of the Lancashire Mind brand. You will work with the Community Development Team to deliver activities that promote mental wellbeing to build community resilience. You will also be expected to collaborate with the wider Lancashire Mind team to improve the involvement of volunteers, and ensure the volunteer experience is consistent, across all roles.

Main duties and responsibilities

- To develop and implement a robust, high quality volunteer programme
- To oversee the recruitment, training and support of volunteers
- To work with Lancashire Mind staff who involve volunteers in their work
- To work with community development colleagues to plan and deliver awareness raising activities across Lancashire
- To contribute to the delivery of projects and the achievement of key performance indicators
- To develop and maintain positive relationships with a wide range of stakeholders, including close working partnerships with other services and community groups
- To comply with appropriate procedures e.g. safeguarding, information governance, lone working etc.
- To maintain accurate records of activities, complete data sheets and explore trends to feed into project reports
- To monitor and evaluate the volunteer experience across the organisation, providing feedback to teams to ensure a consistent and quality approach to the involvement of volunteers
- To communicate effectively with colleagues, volunteers and members of the public
- To abide by Lancashire Mind's policies and procedures and specifically promote Lancashire Mind's Equal Opportunities policy
- To attend meetings, events and training where necessary
- To undertake flexible working hours, including weekends and evenings, as and when required and travel across the county
- To undertake other tasks and duties to deliver a successful and sustainable project as deemed appropriate by the Community Development Lead

Please note: this post is subject to an enhanced Disclosure and Barring Service (DBS) check

Person specification

We only consider inviting to interview people who show that they possess the following qualifications, skills, experiences and personal attributes. When you fill in your application form, use examples from your professional and personal life to illustrate how you fulfil all the criteria required at application stage.

	Criteria	Assessed at application (A) or interview (I)
Qualifications	Qualified to degree level in related area of study or equivalent relevant experience	A
Knowledge and experience	Experience of engaging and working with a diverse range of stakeholders	A and I
	Experience of managing volunteers	A and I
	Knowledge of volunteer management best practice, including volunteers and the law	I
	Experience of project planning and delivery	I
	Knowledge about mental health and wellbeing	A
	Knowledge of asset-based community development	A and I
	Experience of presenting information in one-to-one and group settings	I
Skills, abilities and competencies	Ability to communicate effectively with a wide range of people and through a variety of methods, including social media	I
	Ability to build and maintain successful partnerships within communities and with other organisations	A and I
	Excellent office IT skills (Microsoft Office 365, including Excel) and the ability to learn new software packages	Test at interview
	Able to understand and display professional boundaries.	A and I
	Able to work flexible hours, including evenings and weekends and travel across Lancashire as required	A
	Excellent numeracy, literacy and report writing skills	A
Personal attributes	Committed to promoting positive mental health	I
	A demonstrable personal commitment to equal opportunities	A and I
	Positive, enthusiastic and friendly attitude	I

To apply

Applications must be submitted using a Lancashire Mind job application form, which can be requested by emailing admin@lancashiremind.org.uk

As part of our commitment to safer recruitment practices, we do not, under any circumstances, accept CV's.

The deadline for applications is 9am on Thursday 1st November 2018.

Completed application forms should be emailed to admin@lancashiremind.org.uk

Late applications will not be accepted. Those who do not adequately illustrate how they fulfil the person specification will not be considered for short-listing.

Interviews for this post are scheduled to take place on Wednesday 7th November 2018, in Chorley. Please reserve this date in your diary. Invites to interview will be sent to shortlisted candidates no later than 2nd November.

Lancashire Mind is an equal opportunities employer and welcomes applications from all sections of the community, particularly candidates with a lived experience of mental health conditions who fulfil all the criteria within the person specification.

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the short-listing stage.

Lancashire Mind

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