



Recruitment Pack
Wellbeing Coach
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 service delivery is made up of two core areas: wellbeing coaches and tenancy management. Our service delivery is underpinned by Mind's resilience model which prescribes the three components to creating resilient communities: the promotion of mental wellbeing, developing psychological coping strategies and building social capital. Each team at Lancashire Mind is driven by this model, with wellbeing coaches focusing on 'developing psychological coping strategies'.

Wellbeing coaches work across Lancashire with children, young people and adults at risk of developing a mental health condition to enable

them to develop psychological coping strategies and take action to improve their wellbeing. Wellbeing coaches across the county are working with different target populations informed by the varied needs and challenges across Lancashire. This ranges from working in primary care with people with long term health conditions to children and young people in schools. Wellbeing coaches work to a core delivery model that is flexed to meet the needs of the target audience.

The role

The wellbeing coach will work in Blackburn with Darwen to deliver one-to-one and group coaching sessions, map local services that work with at risk groups, and build and maintain relationships with stakeholders, partners, and community members.

Implementing, monitoring and evaluating the wellbeing coach offer in Lancashire, through developing referral pathways across community assets, the wellbeing coach will deliver flexible support across multiple community sites allowing us to work with the hardest to reach and responding to their expressed need and demand during delivery.

The wellbeing coach will deliver and facilitate:

- One-to-one support: typically offered on a weekly basis informed by collaborative assessment to identify ways to live a happier, healthier lifestyle.
- Group Support: In addition to individual support the wellbeing coach will deliver group sessions and interventions
- Peer Support: To foster social capital further and to sustain the changes made during individual and group support, the Wellbeing Coach will also work with people to develop peer group.

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: Wellbeing Coach

Hours: 35 hours per week

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

Responsible to: Wellbeing Coach Lead

Location: Blackburn, with travel to other areas of Lancashire

Overview

Wellbeing Coaches support and motivate people to improve their health and wellbeing by helping them utilise community resources and develop self-care skills. Wellbeing Coaches coordinate and deliver one-to-one and group coaching sessions and facilitate the creation of peer support groups. Wellbeing Coaches also build and maintain community partnerships to make Lancashire Mind's vision of Mental Wellbeing for All a reality.

Main duties and responsibilities

- To empower people to recognise unhelpful lifestyles and motivate behaviour change. This is facilitated through delivery of 1:1 coaching sessions, group workshops and supporting the creation and maintenance of peer support.
- To coordinate the implementation of the required project/service model.
- To maintain accurate information systems of records and activities, complete data sheets and explore trends, including monitoring and evaluating data to feed into project reports.
- To work with Wellbeing Coach Lead and Head of Services to implement and flex the wellbeing coach offer to meet the needs of our beneficiaries.
- Use an Asset Based Community Development (ABCD) approach to community development, working across communities with stakeholders, volunteers and community members to improve wellbeing.
- Communicate effectively with the organisational team, those accessing service and close partnership working with the community.
- To abide by Lancashire Mind's policies and procedures and specifically promote Lancashire Mind's Equal Opportunities policy.
- To attend meetings 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 Wellbeing Coach 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 e.g. Psychology, Sociology, or equivalent relevant experience	A
	Qualification, training, evidence of CPD, or relevant experience in coaching, counselling or a related subject (e.g. motivational interviewing, behaviour change interventions, etc.)	A
Knowledge and experience	Direct experience of providing health, wellbeing and/or social care information to individuals on a one-to-one and group basis	A and I
	Experience of using assessment tools, identifying barriers and developing action plans	A
	Experience of coordinating projects and implementing service models	A and I
	Knowledge and experience of working with confidential and sensitive information	I
	Experience of working with stakeholders, volunteers and community groups using a community asset-based approach	A and I
	Knowledge and experience of relevant policy, procedure and legislation, such as safeguarding and mental capacity	A and I
Skills, abilities and competencies	Excellent numeracy, literacy and report writing skills with the ability to monitor and evaluate service delivery	A and I
	Knowledge and experience of professional boundaries and ethical frameworks	A and I
	Able to handle multiple tasks simultaneously in a fast-paced environment, set priorities, work independently and in a team, and remain calm under pressure	I
	Excellent office IT skills (MS Office including Excel) and the ability to learn new software packages	Test at interview
	Ability to work flexible hours, including evenings and weekends and travel across Lancashire as required	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 10am on Thursday 8th 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 Friday 16th November 2018, in Chorley. Please reserve this date in your diary. Invites to interview will be sent to shortlisted candidates no later than 12th 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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