



Recruitment Pack
Wellbeing Coach
May 2017

Thank you for your interest in working with Lancashire Mind

Who are we?

Our vision is mental wellbeing for all. Our work helps people in Lancashire to value and take care of their mental health. With your help, we can stop misconceptions about mental health, develop resilience in people from an early age and work with communities to build a happier Lancashire.

We are more than a mental health charity.

We're a passionate movement leading the wellbeing revolution in 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, with our resilience programme for 9-11 year olds.

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. 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 local businesses to provide cost effective workforce training to improve resilience and mental wellbeing to reduce the impact of stress and mental health conditions in the workplace.

Everyone who works for Lancashire Mind is fuelled by passion and the belief that achieving mental wellbeing will reduce the occurrence of mental health conditions. Using this passion, we are creating a happier Lancashire by sharing simple steps to improve wellbeing. Together 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 wellbeing coach team

Lancashire Mind's service delivery is made up of three core areas: wellbeing coaches, community development and tenancy management. Our service delivery is underpinned by Mind's resilience model which prescribes the three components to creating resilient communities are: 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. They work with different target populations informed by the varied needs and challenges across the county. 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 Lancashire to map local services working with at risk groups. 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 four "Rough Guide to Happiness" courses.
- 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 accessing support to develop peer groups.

What people enjoy about working with Lancashire Mind

- Challenging, varied, flexible and innovative work
- Shared passion for improving 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, and a wide range of organisations
- Meeting new people and being part of a team

- Responsibility, trust, openness and autonomy
- Opportunities to learn and develop new skills
- Feeling part of something revolutionary

Organisational perks

- We 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).
- Emergency time off - we appreciate that there can be difficult times for you and your family and the organisation offers additional paid leave to support you during these times.
- All members of staff receive monthly supervision, giving you protected time each month to reflect and plan.
- We're committed to providing learning and development opportunities.
- Our workplace wellbeing scheme, provided by staff champions who organise wellbeing activities and social events.
- 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 from your salary before tax and NI 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 to share good practice nationwide. In addition to the network, we have a deep, ongoing partnership with national Mind.

Job description

Job title: Wellbeing Coach

Hours: 35 hours per week

Salary grade: NJC points 23 - 26 **Starting salary:** £21,258

Responsible to: Service Delivery Manager

Location: Based in Chorley with travel across Lancashire.

Overview

Wellbeing coaches support and motivate people to improve their health and wellbeing by utilising community resources and developing self-care skills. Wellbeing Coaches work in partnership to generate new community solutions to improve wellbeing, increase community support and build resilience against the risks of poor health.

Main duties and responsibilities

- To empower people to recognise unhelpful lifestyles and motivate behavior change. This is facilitated through 1:1 self-care sessions, delivery of group workshops and supporting the set up and maintenance of peer support.
- To work with the Service Delivery Manager to implement and flex the wellbeing coach offer to meet the needs of the user.
- 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 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 undertake other tasks and duties in order to deliver a successful and sustainable project.
- To attend meetings and training where necessary.
- To abide by Lancashire Mind's policies and procedures.
- To undertake flexible working hours, including weekends and evenings as and when required and travel across the county.

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 personnel 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	1. Qualified to degree level in related area of study e.g. Psychology, Sociology or equivalent relevant experience	A
	2. Qualification or training in motivational interviewing or other behavior change interventions	A
Knowledge and experience	1. Direct experience of providing health and wellbeing and/or social care information to individuals in community settings on a 1-1 and group basis	A and I
	2. In depth experience and knowledge of behaviour change techniques and methods, including motivational interviewing	A
	3. Experience of undertaking holistic assessments, identifying barriers and developing an action plan	A
	4. Experience of implementing projects or service models	A and I
	5. Experience of working with confidential and sensitive information	I
	6. Experience of working with stakeholders, volunteers and community groups using a community asset based approach	I
Skills, abilities and competencies	1. 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
	2. Excellent office IT skills (MS Office including excel) and the ability to learn new software packages	I
	3. Strong interpersonal and communication skills, with the ability to adapt to change and respond positively to new challenges	A and I
	4. Ability to work flexible hours, including evenings and weekends and travel across Lancashire as required.	A
	5. Able to understand and display professional boundaries	A
	6. Excellent numeracy, literacy and report writing skills with the ability to monitor and evaluate service delivery	A

Personal attributes	1. Committed to promoting mental wellbeing for all with a provable belief in equality and a desire to help others	I
	2. A positive outlook with a 'can-do' approach, able to connect with people on all levels	I
	3. Flexible, motivated and able to be active, to lead and adapt to fast moving change	A
	4. An innovative problem solver who is prepared to take risks and keep learning	A and I
	5. A great deal of resilience and the ability to take notice of, inspire and motivate others	A

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. Applicants who do not adequately illustrate how they fulfil the person specification will not be considered for short-listing.

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.

The deadline for applications is 10am on Monday 22nd May 2017

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

Late applications will not be accepted.

Interviews for this post are scheduled to take place on Wednesday 31st May 2017. Please reserve this date in your diary. Invites to interview will be sent to shortlisted candidates no later than Friday 26th May.

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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