



Recruitment Pack

Wellbeing Coach Lead

Employment Specialist

May 2017

 mind | Lancashire
for better mental health

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 Lead Employment Specialist will deliver the Journey to Employment (J2E) programme in Blackpool. Alongside J2E, the Wellbeing Coach Lead will have oversight of Lancashire Mind's community employment services.

The post will develop and implement programme delivery plans ensuring they link into all appropriate internal and external plans including data collection, collation and implementing the sustainability plan for J2E and our wider community employment services to ensure a lasting legacy.

The Wellbeing Coach Lead Employment Specialist will work with the Service Delivery Manager alongside peer management team to ensure the community employment services are cohesive with our wide portfolio of service delivery and that business development opportunities are explored.

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 Lead Employment Specialist

Hours: 35 hours per week

Salary grade: NJC points 29 - 32 **Starting salary:** £25,951

Responsible to: Service Delivery Manager

Location: Blackpool, with travel to Chorley and other areas of Lancashire

Overview

This role provides an opportunity to lead a change agenda and actively influence and support employers in the local community to change their attitudes towards employing disabled people or those with a mental health condition and work with them to build a better understanding of disability and being Disability Confident.

The Wellbeing Coach Lead, Employment Specialist will deliver the Journey 2 Employment (J2E) programme in Blackpool and link in with our wider portfolio of community employment projects. The Wellbeing Coach Lead, Employment Specialist must have a lived experience or expert knowledge of disability and a real insight into the issues disabled people face in finding and securing employment. The Wellbeing Coach Lead, Employment Specialist will need excellent communication skills and be able to lead and deliver a range of tasks in the J2E Job Club, Jobcentre Plus and in the local community.

Main duties and responsibilities

The Wellbeing Coach Lead Employment Specialist will be expected to split their time between Jobcentre Plus, the J2E Job Club, local employer engagement and oversight of Lancashire Mind's community employment services.

Within Jobcentre Plus, the Wellbeing Coach Lead Employment Specialist will be responsible for:

- Working collaboratively with Work Coaches and Disability Employment Advisers (DEAs) to support the J2E referral process by identifying potential customers for the J2E Job club.
- Providing insight into the issues many disabled people face in finding and securing employment.
- Building disability awareness and supporting Work Coaches by providing advice on complex cases as required.
- Providing a clear line of communication and partnership between Jobcentre Plus and the J2E Job Club to ensure participants receive a joined-up package of employment support.
- Supporting the delivery of introductory group sessions, providing an overview of the benefits of the J2E Job Club and raising awareness of the support the Wellbeing Coach Lead, Employment Specialist can offer.
- Providing face-to-face independent disability advice for job seekers in Jobcentre Plus and signposting to specialist support services.
- Raising awareness of the support available to individuals such as Access to Work.

Within the J2E Job Club, the Wellbeing Coach Lead, Employment Specialist will be responsible for:

- Supporting J2E Job Club participants to identify personal barriers, manage health conditions and support participants to overcome barriers.
- Working with and inspiring participants to identify training needs, improving self-confidence and motivation.
- Developing personal goals, objectives and action plans for participants to work towards.

- Arranging one-to-one support with specialist advisors, mentors, coaching and/or training to build basic skills and improve confidence levels in preparation for work.
- Supporting participants to develop CVs, job applications, job searches, interview skills and the ability to travel independently.
- Arranging financial management advice including welfare benefits to support the move into employment.
- Identifying a range of role models to offer peer support and share their experiences, provide mentoring and champion what is achievable.
- Developing partnerships with community groups to provide awareness sessions on activities and support available.
- Signposting individuals to agencies and community forums to raise awareness of support services and entitlements.
- Providing a peer challenge when necessary by sharing their own story in an appropriate and professional manner, giving an opportunity for individuals to reflect on their abilities and think twice about what is achievable with independent disability advice.
- Raising awareness and supporting individuals to use Access to Work services.

Working with local employers, the Wellbeing Coach Lead, Employment Specialist will:

- Develop and build links with local employers to up-skill employers in disability issues, including awareness of reasonable adjustments, Access to Work and Disability Confident.
- Secure job tasters, work placements or volunteering opportunities for participants to enable participants to gain work experience. Up-skill employers in the benefits of employing disabled people (as per the Social Value Act) to try to reduce myths and concerns about employing disabled people.

Working with the Service Delivery Manager, the Wellbeing Coach Lead Employment Specialist will have oversight of Lancashire Mind's community employment services and will:

- Lead the delivery and development of our community employment services, building on our proven interventions with a focus on engaging people living with a mental health condition to find and secure employment.
- To develop and update programme delivery plans as appropriate and to ensure that it links into all appropriate internal and external plans including data collection and collation.
- To manage, support and set appropriate work plans for the Employment Wellbeing Coach and volunteers.
- To be the key contact for the community employment services contract managers and to ensure all required monitoring, evaluation and performance indicators are provided within the agreed timeline.
- The role will also lead on developing and implementing the sustainability plan for J2E and our wider community employment services to ensure a lasting legacy.
- 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, and travel around 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	A
	2. Evidence of continuing professional development	A
Knowledge and experience	1. A lived experience, or expert knowledge, of the barriers disabled people and those with health conditions face in everyday life and may encounter when seeking and sustaining employment	A and I
	2. Proven experience of bringing people together using a community asset based approach, with a personal style that is incisive, engaging and collaborative	A
	3. A good understanding of the social model of disability and the ability to effectively articulate this to a range of stakeholders	I
	4. In depth knowledge and understanding of co-production, engagement and developing relationships to ensure project success and sustainability	A and I
	5. A good knowledge of employability skills and the ability to tailor this to the needs of disabled people and those with complex health conditions	A and I
	6. Experience of managing staff and volunteers and of setting work programmes based on an overall delivery plan	I
	7. Experience of implementing and managing projects or services, inclusive of monitoring data and of preparing and submitting evaluation reports for funders and partners	A and I
Skills, abilities and competencies	1. Excellent communication skills with the ability to adapt communication style to meet the needs of your audience (this will include Disability Employment Advisors, Work Coaches, Partnership Managers, disabled people and those with health conditions)	A and I
	2. Strong people skills with an enthusiastic approach and the ability to motivate and inspire others	I
	3. The ability to demonstrate empathy and to carry out work in a holistic and person-centred way that is supportive and engaging but has an appropriate level of challenge when necessary	A and I
	4. Strong self-motivation and an ability to work collaboratively with a range of individuals to make a real difference to the support delivered to disabled people	A
	5. Strong coaching and presentation skills, with the ability to deliver one-to-one and group training sessions	I
	6. The ability to work with a wide range of people, in different settings, including Jobcentre Plus staff, local employers and disabled people and people with a health condition	A
	7. Have effective time management skills to deliver all aspects of the role	A
	8. Excellent office IT skills (MS Office, including Excel) and the ability to learn new software packages	I

	9. Ability to work flexible hours, including evenings and weekends and travel across Lancashire as required	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 Thursday 1st June 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.



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