



Recruitment Pack
Wellbeing Coach Lead
December 2018



NATIONAL
LOTTERY FUNDED



European Union
European
Social Fund



Changing Futures
Building Better Opportunities

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 Wellbeing Coaching is a tier 2 / secondary prevention service which delivers one-to-one, group, and peer support sessions. These sessions provide local people who are experiencing, or are at risk of experiencing, a mental health condition, with guided self-help, behavioural activation, and psycho-education.

Wellbeing coaches work across Lancashire with children, young people and adults to help them to develop psychological coping strategies, build resilience, and lead happier, healthier lives. We 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 flexible to meet the needs of the target audience.

The role

Under the direction of the Head of Services, the Wellbeing Coach Lead manages the development and delivery of the wellbeing coach offer, working across a range of projects in a variety of settings.

Wellbeing coaches work across a range of projects in a variety of settings. One such project is The Changing Futures (Building Better Opportunities) project for Lancashire. It is a multi-partner delivery model that aims to support those with multiple and complex barriers and most at risk of exclusion from the labour market and identify, reduce and/or remove barriers to engagement and employment for eligible participants.

The Changing Futures project is funded by the European Social Fund and the National Lottery, through the Big Lottery Fund.

A key aspect of the role is leading the team of wellbeing coaches and developing and managing partnerships with stakeholders to maximise quality and growth of the service across Lancashire.

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

Hours: full-time, 35 hours per week

Salary grade: NJC points 29 - 32

Starting salary: £26,470

Responsible to: Head of Services

Location: Based in Chorley with extensive travel across Lancashire

Overview

Under the direction of our Head of Services, the Wellbeing Coach Lead will have line-management responsibility for the Wellbeing Coach team, and oversight of development and delivery of the Wellbeing Coach offer, working across a range of projects. Leading partnerships of external agencies and an internal team, the role will be the lead contact for the service delivery area, building on our proven track record.

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The post will have overall project and workforce management responsibility and a central aspect of the role will be to further develop the offer in collaboration with internal and external stakeholders to maximise quality and growth of the wellbeing coach offer across Lancashire.

Main duties and responsibilities

- Overall responsibility for the successful delivery of the Wellbeing Coach offer and related activity, undertaking all tasks that support the achievement of objectives, outputs and outcomes, ensuring quality and consistent delivery across Lancashire.
- Create and monitor programme delivery plans to ensure connection into all appropriate internal and external plans, including data collection and analysis to demonstrate impact in line with Lancashire Minds strategy.
- Lead a diverse staff team across a dispersed area; managing casework, performance and cross project working.
- Be the key contact for commissioning managers and to ensure all required monitoring, evaluation and performance indicators are provided within the agreed timeline.
- Lead on engagement, communication and quality improvements for wellbeing coaches involving beneficiaries, staff team and partners.
- Develop and maintain positive relationships with stakeholders and partners to collaborate and influence.
- Lead on embedding principles of good practice.
- Work with the Head of Services and Head of Development to identify and implement the most appropriate and effective way to disseminate and determine wider legacies and opportunities for wellbeing coaches.
- Abide by Lancashire Mind's policies and procedures.

- Attend meetings and training, where necessary and undertake flexible working hours, including occasional weekends and evenings and travel across the county.
- Undertake other duties as and when deemed necessary by the Head of Services.

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 filling 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 or relevant professional experience (Ideally some experience in psychology/coaching)	A
Knowledge and experience	1. Significant experience of leading programmes, work plans and service delivery across health or social care	A and I
	2. Experience of business development in the voluntary or related sector	A and I
	3. Experience of managing multi-agency partnerships	A and I
	4. In depth knowledge of barriers to mental health and experience of developing services to meet the needs of those at risk of developing a mental health condition	A
	5. Extensive experience of line management and leading a diverse staff team managing casework and performance	A and I
	6. Experience of impact measurement, analysing data and preparing and submitting evaluation reports for funders and partners	A and I
Skills, abilities and competencies	1. An exemplary communicator who can engage a range of audiences	I
	2. A proven ability to manage conflicting demands and pressures and to successfully support others to do the same	I
	3. Ability to identify and deliver improvements to service delivery	A and I
	4. Ability to work flexible hours, including evenings and weekends with travel across the county	A
	5. Excellent IT skills with the ability to learn new software packages	A and I
Personal attributes	1. Committed to promoting mental wellbeing for all with a provable belief in equality and a desire to help others	A and I
	2. A positive and resilient outlook	I
	3. Flexible, motivated and able to lead change	A

To apply

Applications must be submitted using a Lancashire Mind job application form, which can be requested by emailing admin@lancashiremind.org.uk or by calling 01257 231660.

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

Those 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 9am on 16th January.

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

Late applications will not be accepted.

Interviews for this post will take place on 22nd January in Chorley. Please reserve this date in your diary. 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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