

**Post:** Physical Health Project Officer

**Location:** Bradford

**Responsible to:** Service Manager

**Salary:**  £23,000 to £26,000 pro rata, based on experience and

qualifications

**Contract:**  18 month fixed term contract to 31st March 2022 SECONDMENTS WELCOME

**Purpose of the post**

We are looking for a passionate and committed individual to deliver an exciting and collaborative project aimed at improving the physical health of people with serious mental illness.  The programme is in response to the commitment in the Mental Wellbeing in Bradford District and Craven Strategy to reduce premature mortality in people with serious mental illness and the role will play a key part in evolving a new way of working across mental health providers and statutory partners.

The programme operates under the Healthy Minds brand and aims to enable people living with serious mental health to access their health checks and then access appropriate support to improve their physical wellbeing. This will be achieved through:

* supporting the VCS workforce to better understand what a physical health check is

and why they are important to better support people access them

* developing effective engagement with people living with serious mental illness
* establishing and accessing bespoke solutions to improve physical health

**Key duties**

***Project specific:***

* To deliver training about the importance of physical health checks to VCS workforces and develop further training to support staff and volunteers deliver interventions/support to this client group.
* Identify and activate solutions to enable people to access their Physical health checks including enabling peer support opportunities.
* Identify existing support for people to access post their health checks.  Work in partnership with relevant providers, Community Partnerships and the care trust to ensure these opportunities are known to and made accessible to people.
* Enable the development and implementation of bespoke physical health support solutions based on identified need including enabling peer support opportunities.
* To develop and maintain effective engagement with clients, and take every opportunity to contribute to the empowerment of clients ensuring that their needs drive the support developed and provided.
* To shape and implement the delivery plan for the programme in partnership with the Mental Health Providers Forum and steering group.
* To work with clients and providers to facilitate effective partnership working and co-production.
* To support the service manager with reporting processes and financial controls that are in place to implement delivery against agreed objectives and budget.
* To ensure that accurate and timely data is gathered, and support the service manager to complete reports and evaluations and to ensure the impact of the service is monitored.
* To support the development and establishment of the Healthy Minds brand and service.
* To build and maintain effective relationships across the mental health providers forum and other key partners such as community partnerships, public health and the CCGs.

**Generic:**

* To promote inclusion and diversity in creation, development and delivery of services.
* To regularly review objectives with line manager.
* To commit to training and self-development and to participate in individual and group supervision.
* To actively support and promote all aspects of the service and enhance the public image of Mind in Bradford and the Mental Health Providers forum.
* To represent Mind in Bradford and attend multi-agency meetings as required.
* To be familiar with and consistently work within and comply with all Mind in Bradford policies and procedures.
* To work in alignment with the aims, objectives, and core values of Mind in Bradford.
* To take responsibility, with colleagues, for ensuring that all Health and Safety, Safeguarding, Information Governance and Equality & Diversity requirements are met and all other Company policies complied with.
* To support the Leadership Team in the delivery of the organisational operational plan.
* To undertake any other reasonable duties as required to ensure the smooth running of Mind in Bradford.

It is Mind in Bradford’s policy to make reasonable adjustments to enable those with disabilities to undertake the above.

**Our organisation**

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

* Building community and individual resilience for better mental wellbeing
* Providing early intervention advice and support
* Supporting people in crisis
* Empowering and helping people to recover and sustain improved wellbeing.

**Our values**

Our team is committed to five values which underpin everything we do:

**Partnership -** We work in collaboration with national Mind colleagues, commissioners, and fellow service providers to make the biggest positive difference to the largest amount of people possible.

**Inclusivity** - We reach out to and welcome the diverse communities we serve, providing a hopeful, helpful, caring and safe environment for all who need it.

**Empowerment** - We value and respect each individual, empowering, encouraging and helping those who use our services to regain greater control over their lives.

**Excellence -** We evidence and understand the outcomes and benefits we deliver, and continuously look to improve and innovate with input from those who use, commission and review our services.

**Responsibility** - Raising money responsibly, spending it wisely, and taking responsibility for maximizing the positive impact we make.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * A minimum of 5 GCSEs (or equivalent) grades A-C – must include English and Maths * Evidence of ongoing professional development | * A degree in an area related to mental health or equivalent * Qualification/certification in an area related to physical health, coaching or public health * Qualification/certification in delivering training programmes |
| **EXPERIENCE** | * Experience of leading and supporting multiple projects * Experience of working with people with serious mental health difficulties including client engagement * Experience of delivering training programmes * Experience of working in a person-centred way * Experience of monitoring and evaluating work * Experience of working within a multi-agency setting and knowledge of services to signpost to | * Experience working within the voluntary sector * Experience delivering high quality, evidence-based services which offer value for money * Financial knowledge – ability to support develop and work within service budgets * Experience of developing and/or delivering online content via a virtual platform * Experience of working with and supporting volunteers. |
| **SKILLS** | * Excellent communication skills both verbally and in writing * Good organisational skills and the ability to manage own workload * Ability to motivate and inspire stakeholders * Ability to work with partners to develop effective client engagement strategies * Wide range of IT skills including Microsoft applications * Ability to work with complex issues and a demanding workload * Able to work as part of a multi-disciplinary team as well as independently * Resilient in an ever changing environment * Ability to engage and succeed in partnership working and co-production * Ability to support other agencies and professionals | * Car driver with full UK driving licence and access to own transport * Reaching and engaging groups that are “easy to ignore” |
| **KNOWLEDGE** | * An understanding of current issues and debates in mental health and how they might affect our clients including physical health inequalities * Knowledge and experience of working within the health care system * Has an understanding of the effectiveness of group support and peer group support | * Knowledge of NHS Commissioning and funding * Knowledge of third sector services in Bradford and/or West Yorkshire * Knowledge and understanding of risk management and health and safety issues * Clear understanding of national and local mental health policies and strategies |
| **ATTITUDE AND PERSONAL ATTRIBUTES** | * Understanding of and commitment to equal opportunities and diversity * Understanding that mental health difficulties are a natural part of life * Understanding of and commitment to the Mind in Bradford values of Partnership, Inclusivity, Empowerment, Excellence and Responsibility |  |