

## JOB DESCRIPTION

<b>Job Title:</b>	Wellbeing Coordinator - Step Forward
<b>Salary:</b>	£26,000 - £29,120 (depending on qualifications and experience)
<b>Hours of work:</b>	35 hours p/w (one hour per day for lunch unpaid): Monday 12:30pm-8:30pm Tuesday 9:00am-5:00pm Wednesday 10:30am-6:30pm Thursday 9:00am-5:00pm Friday 10:00am-6:00pm
<b>Office base:</b>	Phoenix Youth Centre, Tadworth, but working across various locations in East Surrey as necessary
<b>Responsible to:</b>	Mindworks Delivery Manager and CBT Practitioner
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	To lead our Step Forward project for young adults aged 17-24 to support mental health and emotional wellbeing, by delivering group sessions across venues in East Surrey plus some 1:1 support.
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>▶ To help assess the needs and strengths of the referred young adult and help them identify individual goals to achieve desired change</li> <li>▶ To deliver early support/targeted group interventions which aim to improve mental health and well-being, build on existing strengths and increase levels of resilience</li> <li>▶ Record and collect data with various tools such as Outcome Star and Session Feedback Questionnaires to evaluate the effectiveness of interventions</li> <li>▶ To take responsibility for own caseload of young adults, some with complex and multiple needs, with support from senior EWMH staff</li> <li>▶ To help involve project participants in the co-production of programmes, activities and services</li> <li>▶ To be proactive in connecting with other agencies who can provide activities to support Step Forward sessions</li> <li>▶ Attending networking events and meetings, online and in-person, to promote Step Forward</li> <li>▶ To work collaboratively with Surrey CCGs, GPs, local CYPS and adult mental health teams and other community-based services to provide the most effective service for young adults and reach targets set by partners whilst keeping within the YMCA values of service</li> <li>▶ To keep accurate records of individual engagement, evidence of change and celebrate progress with participants</li> <li>▶ To record and report the appropriate data to ensure the project can be accurately monitored and evaluated</li> <li>▶ Where appropriate, to apply safeguarding and child and vulnerable adult protection procedures</li> <li>▶ To organise and provide written case studies as evidence of the effectiveness of individual interventions and activities</li> <li>▶ To work as part of a team and attend team meetings, training events and participate fully in one to one, peer and group supervision</li> <li>▶ Support summer activity programmes with partner group WAVES with supervising young people off-site</li> <li>▶ Planning, organising and running summer activities for Step Forward participants</li> </ul>

(Wellbeing Coordinator – Step Forward, September 2024)

	<ul style="list-style-type: none"> <li>▶ To take responsibility for Youth Support Workers, volunteers and colleagues volunteering time to the project, taking charge of a staff rota and ensuring guidelines are in place and updated regularly to ensure best practice</li> <li>▶ Outreaching to external volunteer workers and communicating closely with HR</li> <li>▶ Any other duties are required to be performed within the grade and remuneration of the role</li> <li>▶ We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure (with barred children/vulnerable adults). We require you to understand and demonstrate this commitment and attend any required training</li> </ul>
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**PERSON SPECIFICATION:** Wellbeing Coordinator - Step Forward

		<b>Essential</b>	<b>Desirable</b>	<b>How measured (application, assessment, interview)</b>
<b>Qualifications, Education &amp; Training:</b>	Education to a good standard (level 3)	√		Application and certificates
	Qualification relevant to working with young people and families gained in education, social care or health	√		Application and certificates
	Level 3 Diploma in Youth Work or informal education (JNC recognised)		√	Application and certificates
<b>Experience</b>	Minimum of two years' experience of working with young people (aged 16+) both 1:1 and in groups	√		Application and interview
	Experience of working in different youth/young adult work settings (centres, detached, advice and guidance)		√	Application and interview
	Experience of working with other partners and agencies in developing and implementing joint programmes		√	Application and interview
	Experience of delivering services which are informed by awareness of the wider social factors determining positive outcomes for young people		√	Application and interview
<b>Abilities, skills and attitude</b>	An ability to relate well to young people and build trust.	√		Application and interview
	An ability to facilitate, or learn to facilitate, groupwork	√		Application and interview
	A strong commitment to the co-production of service and activities which aim to build resilience.	√		Application and interview
	Ability to assess the needs and strengths of individual young people.	√		Application and interview
	Ability to keep accurate records of engagements and evidence of change	√		Application and interview
	An ability to record outcomes using an agreed goal-based outcome tool	√		Application and interview

	Good communication skills including listening skills, a clear written style and IT proficient	√		Application and interview
	A strong commitment to collaborative working with a range of other agencies	√		Application and interview
	Ability to travel to different locations within and outside the borough to attend meetings and training.	√		Application and interview
	Car driver with clean licence and use of a car.	√		
	Good prioritisation, organisational and time management skills	√		Application and interview
	An ability to help design and implement creative and varied programmes of activities which address themes such as self-esteem, relationships and managing anxiety	√		Application and interview
	Ability to motivate and enthuse colleagues and contribute positively to a team commitment.	√		Application and interview
	Ability to manage own caseload of young people some with multiple and complex needs.	√		Application and interview
<b>Other requirements</b>	Subject to a satisfactory Enhanced DBS disclosure	√		Application, DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	√		Application and interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders	√		Application and interview
	Willingness to work one or two late evenings per week to be discussed and agreed with Line Manager	√		Application and interview