

JOB DESCRIPTION

Job Title:	Wellbeing Coordinator
Salary:	£26,000 - £29,120 per annum, depending on experience
Hours of work:	Full-time, 35 hours per week. Monday-Friday 9:30am-5:30pm (with one hour for lunch which is unpaid). Occasional evening work required (with a corresponding later start time or possibility to claim time off in lieu).
Office base:	Post to be based at Hillbrook House, Redhill or Phoenix Youth Centre, Tadworth; however, the work will take place in a variety of community locations (e.g., youth centres, schools, community buildings) across one or more geographical areas in East Surrey.
Responsible to:	Community Wellbeing Team Manager
Responsible for:	N/A
Job Purpose:	To engage with children, young people and their families and deliver a combination of advice and signposting, 1:1 sessions, groups and workshops, online and telephone interventions to improve their mental health and wellbeing.
Main Responsibilities:	<p>To help assess the needs and strengths of the referred child or young person and help them identify individual goals to achieve desired change.</p> <p>To deliver and assist with the evaluation of interventions for children and young people which aim to improve mental health and well-being, build on existing strengths, and increase levels of resilience.</p> <p>Record and collect data with various tools such as goal-based outcomes (GBO's) and use this to evaluate the effectiveness of interventions.</p> <p>To take responsibility for own caseload of children, young people, and families some with complex and multiple needs with support from senior Emotional Wellbeing and Mental Health (EWMH) staff.</p> <p>To help involve children, young people, and their parents in the co-production of programmes, activities and services.</p> <p>To work collaboratively with partner organisations in the Surrey Wellbeing Partnership, Surrey and Borders NHS Partnership, Surrey Children's Services, local CAMHS/CYPS teams, schools, and other community-based services to provide the most effective service for children, young people and families.</p> <p>To keep accurate records of individual engagement, evidence of change and celebrate progress with children and young people.</p> <p>To provide, record and report the appropriate data to ensure support programmes can be accurately monitored and evaluated.</p> <p>To apply safeguarding and child protection procedures.</p>

To help provide written case studies as evidence of the effectiveness of individual interventions.

To work as part of a team and attend team meetings, training events and participate fully in one to one, peer and group supervision.

The jobholder may be required to carry out other duties as directed by the EWMH Services Manager, the responsibility level of which should not exceed those outlined above.

Any other duties are required to be performed within the grade and remuneration of the role.

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.

PERSON SPECIFICATION: Wellbeing Coordinator

		Essential	Desirable	How measured (application, assessment, interview)
Qualifications, Education & Training	Minimum Level 3 qualification relevant to working with children, young people and families gained in education, social care, or health.	x		Application, interview, and certificates
Experience	Minimum of two years' experience of working with children, young people, and their families both 1:1 and in groups.	x		Application and interview
	Experience of working in different youth work settings (centres, detached, advice and guidance).		x	Application and interview
	Experience of working with other partners and agencies in developing and implementing joint programmes.		x	Application and interview
	Experience of working with neurodiverse children and young people and supporting them to achieve their goals.		x	Application and interview
	Experience of working with a broad age range of children and young people.		x	Application and interview
	Experience of providing whole family support.		x	Application and interview
Abilities, skills and attitude	An ability to relate well to children, young people and parents and build trust.	x		Application and interview
	An ability to facilitate, or learn to facilitate, groupwork.	x		Application and interview
	A strong commitment to the co-production of service and activities which aim to build resilience.	x		Application and interview
	Ability to assess the needs and strengths of individual children, young people, and parents.	x		Application and interview
	Ability to keep accurate records of engagements and evidence of change.	x		Application and interview
	An ability to record outcomes using an agreed goal-based outcome tool.	x		Application and interview
	Good communication skills including listening skills, a clear written style and IT proficient.	x		Application and interview
	A strong commitment to collaborative working with a range of other agencies.	x		Application and interview

	Ability to travel to different locations within and outside the borough.	x		Application and interview
	Willingness to work flexible hours as well as outside normal office hours whenever necessary	x		Application and interview
	Good prioritisation, organisational and time management skills.	x		Application and interview
	Car driver with clean licence and use of a car.	x		Application and interview
	Experience or willingness to work in depth with children, young people and their parents using a goal-based outcomes approach.		x	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		x	Application and interview
	Ability to motivate and enthuse colleagues and contribute positively to a team commitment.		x	Application and interview
	Ability to manage own caseload of children, young people, and parents some with multiple and complex needs.		x	Application and interview
Other requirements	Subject to a satisfactory Enhanced (with Barring) DBS disclosure	x		Application and DBS disclosure
	Commitment to the values, aims and mission of YMCA East Surrey	x		Application and interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders	x		Application and interview