



Job Title: Epping Forest Community Connector

Reporting to: Community Connections Coordinator

Location: Epping Forest - Harlow office base with ability to travel throughout Epping Forest

Hours: 18.5 hours a week

Pay: £12.53

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

We embrace diversity and understand that being an inclusive organisation and recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Main Purpose of the Job:

- **Community Outreach** -To engage with and gain an understanding of the needs of people living in **Epping Forest** and surrounding areas with regards to their mental health and wellbeing.
- **Partnership development** - To identify and develop partnerships with organisations that will contribute to our vision of Epping Forest being a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.
- **Community Events** - contributing to the staging of events within the community
- **Supporter base development** - Grow the number of supporters of Mind in West Essex in the **Epping Forest** area. Contribute to a regular supporters newsletter.
- **Respond appropriately** to opportunities for income generation that might arise during the course of the role
- **Supporting Fundraisers**- Provide individual support for people who are undertaking fundraising activities on behalf of Mind in West Essex.
- **Front line support** - To be a front line point of information and support to the community and to engage with mental health coaching and / or group work if and when the need arises.

Key Tasks

Community Outreach

- Develop targeted outreach initiatives for both general public and specific sectors of the community such as, veterans, parents, men. Ensuring that these are accessible and inclusive.
- To develop and maintain an awareness of the resources that are available to people locally.
- To work to identify the needs of the community in line with the mental health toolkit model of support and to target the initiatives to match those needs.

Partnership Development

- Focus on research on identification of potential partners.
- Attend networking events, conferences and community events with existing and potential partners to build positive relationships and opportunities
- Ensure that potential and existing partners are in line with the organizational aims and objectives.
- Deliver short presentations about Mind in West Essex and the services we provide as required.
- Explore the potential to promote and train partners in mental health related topics to better understand and serve the community's needs.

Supporter Base Development

- Build and nurture relationships with corporate partners, exploring opportunities for sponsorships, donations, and cause-related marketing partnerships
- Identify and approach potential major donors, individual supporters, and community influencers.
- Collaborate with volunteers and community groups to organise events and initiatives.
- Support volunteers and organisations in **Epping Forest** with materials and liaise with our Communications Officer to support their event(s)

Front line support

- Be prepared to offer immediate support to individuals in need of assistance. This

may involve de-escalating tense situations, providing emotional support, coping strategies, tools and helping individuals connect with appropriate mental health services or emergency resources

- Carry out ad-hoc or planned sessions with members of the public to reach agreed outcomes with practical tasks that will impact on their mental health
- Be prepared to advocate on behalf of members of the public, when necessary and within agreed parameters

Person Specification:

Community Connector	Essential Criteria	Desirable Criteria
Qualifications		
Relevant management or team leading qualification or willingness to work towards this on successful completion of probationary period		*
Understanding of developing and delivering services within a health and social care setting	*	
Relevant training in counseling, social work, occupational therapy or mental health nursing.		*

Evidence of continual professional development		*
Knowledge		
Understanding of the recovery model in mental health services		*
Understanding of the principles of trauma informed care and a person-centered approach to care.		*

Understanding of the relationship between mental health and social issues and how these may impact on physical, mental and emotional wellbeing	*	
Understanding of relevant legislation and policies such as the Data Protection Act, Safeguarding and Protection of Vulnerable Adults, Mental Capacity Act, and Mental Health Act.	*	
Understanding of working within safeguarding, data protection, confidentiality and equality frameworks	*	
Line Management/ Coordination of people		*
Experience		
Awareness of issues relating to mental health service provision	*	
An understanding of mental health conditions	*	
Experience of working with adults with care and support needs	*	
Creative and flexible approach to working with individuals	*	
Skills and Abilities		
Ability to deal with stressful and difficult situations in a calm manner	*	
Ability to prioritise and manage workload	*	
Ability to involve service users and carers in	*	

all aspects of their care and support.		
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Ability to develop relationships within provisions and partners in the local community	*	
Ability to coordinate and facilitate appropriate wellbeing activities and events and use space to its full potential	*	
Ability to request appropriate training when needed	*	
Practical		
Good IT skills including Word, GSuite, Excel and CRM systems	*	
Ability to travel to work during unsocial hours as and if required	*	
Personal Circumstances		
Strong links to the area that the role is based in.	*	

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.