Job Title: Mental Health Project Officer  
Fixed Term Contract to 30 November 2017  
Job ref: V131

Job Purpose: To deliver sessions on topics connected to mental wellbeing to adults affected by mental health issues and young people in educational settings. To support and supervise volunteers involved in assisting with these sessions.

Reporting Line: Headspace Project Manager

Working Relationships (internal/external): Project Administrator  
Mental Health Specialist  
Volunteers  
Project beneficiaries  
Regional Manager  
Director of Volunteering Delivery  
Other Volunteering Matters colleagues  
Teachers and youth workers  
Mental health professionals

Context

This role will involve working on two mental health-focused projects. These are:

1. **The Loop.** This is a recovery project for adults affected by mental health conditions. It comprises a weekly social session where adults can participate in group activities which promote wellbeing, and a weekly fundraising group which enables volunteers to gain transferable skills whilst raising funds to sustain the project.

2. **The ANCHOR Project.** This is an awareness-raising project aimed at young people aged 11-18. It involves repeatedly delivering a six-hour programme which provides young people with the opportunity to identify how they can manage their own wellbeing and how they can access appropriate support if they are affected by a mental health issue.

Main tasks and responsibilities

- Deliver the ANCHOR Programme to groups of young people in educational and youth work settings
- Facilitate social sessions for members of The Loop
- Support and supervise volunteers assisting with the ANCHOR Project and The Loop
- Work with volunteers to plan activities and prepare resources for sessions
- Facilitate The Loop’s fundraising group and oversee and assist with fundraising events
- Coordinate the setting up and clearing up of equipment needed for sessions
- Ensure that beneficiaries and volunteers complete all paperwork required of them and that all such paperwork is filed appropriately
- Respond to any issues which arise during sessions in accordance with agreed procedures and pass on information as necessary
• Purchase items needed for project delivery in accordance with the petty cash system in place
• Assist with outcome monitoring through distributing and collecting evaluation forms
• Support the ongoing development of ANCHOR and The Loop through contributing ideas and adapting to changes
• Carry out any other duties necessary to ensure the smooth running of sessions.

**Experience/Skills and Attributes**

**Essential**

• Excellent facilitation and group management skills
• A thorough understanding of mental health and how mental health problems can affect individuals
• An understanding of some of the issues which commonly affect young people aged 11-18
• Excellent communication skills, including the ability to explain complex issues succinctly, and give clear instructions
• An empathic approach to others with the ability to handle emotive issues sensitively
• Confidence around presentation and communication, including the ability to initiate conversations and put others at ease
• The ability to work independently without direct supervision
• A high level of reliability
• A high level of personal organisation with the ability to manage a varied workload
• An understanding of safeguarding principles and how to apply them when working with young people and with adults affected by mental health issues
• An understanding of the principles of confidentiality and data protection and how these might apply to this role
• Good time-management skills
• Good written communication skills
• The ability to work effectively with volunteers, supporting their personal development and maximising their motivation
• Good IT skills with the ability to use Microsoft Word, Microsoft Outlook, Microsoft Powerpoint and the internet
• The ability to resolve problems efficiently, fairly and discreetly
• The ability to carry out instructions accurately and work within a policy framework
• The ability to identify information which should be passed on to colleagues and to be proactive in communicating this information
• The ability to work within a team, contributing ideas and being receptive to new ways of working
• A positive attitude to diversity and a commitment to running activities in an inclusive way.

**Desirable**

• Experience of working directly with people who are experiencing mental health problems
• Experience of supporting and supervising volunteers
• Experience of working with young people aged 11-18
• Experience of planning sessions and preparing resources
• Desk-top publishing skills
• Mental Health First Aid Certificate

Appointment to this position is subject to an enhanced DBS check. Having a conviction will not necessarily cause a bar to employment.