**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| Job Title:  Take Part Co-ordinator | Hours:  24 hours per week | Two year fixed term contract |
| Reporting to: Chief Officer | Responsible for:  Take Part Volunteers | Pay  £26,656 pro rata (£17,060 actual) |

Key Responsibilities

Develop and provide ongoing support to a CLC Service User panel, to provide internal and external guidance, view and influence around mental health services and the wider mental health (MH) agenda

Recruit, train and provide ongoing support to a team of Peer Mentors (with lived MH experience)

Develop and roll out, with Peer Mentors, a package of support for participants to access new external opportunities

Recruit, train and provide ongoing support to volunteers (with lived MH experience) to co-produce and co-deliver internal and external courses / training

Ensure appropriate data is collected for activities etc as required by the Reaching Communities grant, and contribute to monitoring / review / future planning of the project and overall CLC delivery

Develop and support a CLC User Panel

* Research / use examples of best practice from other organisations to set up an initial format for an effective and fully representative Service User Panel
* Recruit and train Panel members, ensuring wide and diverse representation both in terms of SU background and use of the Centre
* Co-ordinate and facilitate regular meetings of the Panel
* Work with Chief Officer and staff team to ensure Panel views and ideas are fully integrated into Centre service delivery and future planning
* Seek opportunities for involvement in external consultations, influencing wider service delivery etc

Develop a team of Peer Mentors (PMs)

* Develop a clear description of the Peer Mentor role (ie supporting participants to access new external opportunities), based on best practice and expressed need
* Promote the peer mentor role internally and externally and recruit potential peer mentors with a range of lived MH experience
* Deliver / source high quality training to ensure volunteer PMs are suitably prepared and supported to carry out their roles
* Work with existing PMs, as the project progresses, to recruit and train further PM volunteers, and to review and evaluate this process

Develop and roll out support for participants to access new external opportunities

* Work with volunteer Peer Mentors to develop a package of support options for participants to access new external social, leisure and learning opportunities
* Promote the support to Centre Members and set up process for accessing the support
* Ensure participants are linked appropriately to Peer Mentors taking into account availability and area of support needed
* Provide regular support to Peer Mentors around their roles and any issues or questions which may arise

Recruit and support Volunteers to co-produce / deliver courses and training

* Work with staff team to define role and opportunities for volunteers (with lived MH experience) to become involved with courses and training
* Link with other local organisations who use co-production and co-delivery to inform our process
* Promote the role internally and externally and recruit volunteers to the role
* Deliver / source high quality training to ensure Course Volunteers are suitably prepared and supported to carry out their roles
* Link Course Vols with Centre staff to work collaboratively on Centre courses and training

Data Collection and Project Monitoring

* Ensure systems are in place to monitor those aspects of Take Part work required as part of the National Lottery Reaching Communities project
* Ensure volunteers who are part of the Take Part work collect and record data according to agreed systems
* Actively seek feedback and views from internal and external individuals and organisations as to the impact of work involving aspects of Take Part
* Attend regular meetings with Chief Officer and other staff members delivering Take Part and actively contribute to review / evaluation and future planning of the project

General

* Be aware of and comply with the Centre's policies of Confidentiality, Health and Safety, Fire Safety, Supporting Vulnerable Adults (and any other relevant policies), and to follow the staff code of conduct
* Attend staff, Centre and other meetings as required
* Take part in 1:1 supervision sessions and ongoing training and development opportunities as part of Continued Professional Development
* Take part in other duties which are felt to be relevant to the role and which may not be specified above