



Making a difference to people's mental health

## **Brighter Lives Beyond Recovery (BLBR) Project Officer**

### **Job Description:**

<b>Responsible to:</b>	Together Middlesbrough & Cleveland Chief Officer and Board of Trustees
<b>Hours:</b>	0.6 FTE (22.5 hours per week) Secondment options will be considered
<b>Location:</b>	South Tees - Middlesbrough & Redcar & Cleveland
<b>Key Partners:</b>	Include: Middlesbrough & Stockton Mind; the Diocese of York; local churches and Parishes across the Church of England Deaneries, Catholic Diocese, and Methodist Districts; and local faith community groups and schools

**Salary:** £27,637 pa pro rata 0.6

**Project length:** Fixed Term temporary contract to the end of May 2023

### **Job Purpose:**

To develop and deliver Together Middlesbrough & Cleveland's (TM&C) **Brighter Lives Beyond Recovery** programme. The post holder will work with TM&C colleagues, and clergy and lay staff in Church of England, Catholic, and Methodist parishes across South Tees, to design and deliver bespoke Mental Health First Aid (MHFA) courses and wellbeing support for both the clergy themselves, and for them to deliver to their communities to support them as they recover from the impact of the pandemic.

### **Main Duties:**

The post holder will work alongside TM&C's Intergenerational & Training Officer to develop, deliver, and evaluate the **Brighter Lives Beyond Recovery** programme.

## Brighter Lives Beyond Recovery Programme

### Key tasks will include:

- To identify parishes who want to be involved in designing and piloting a bespoke MHFA Course that is appropriate for clergy and lay staff and the specific issues they face in their roles.
- To co-design the courses with the identified beneficiaries.
- To pilot, evaluate, and roll out the *MHFA for Clergy* course in faith settings across South Tees.
- To identify clergy and lay staff and local parishioners/community residents who want to be involved in designing and piloting a bespoke MHFA Course that is appropriate for them and their community.
- To support identified clergy and lay staff to pilot, evaluate, and deliver *MHFA Community* courses in their settings across South Tees.
- To asset-map existing mental health and wellbeing provision, activities, and resources in the identified parishes/communities that can support them to maintain positive mental health.
- To co-produce tailored wellbeing support groups/activities, where required, to address any identified gaps in local provision.
- To work with colleagues at Middlesbrough & Stockton Mind to establish referral routes from faith settings to existing specialist primary and secondary mental health services.
- To maintain accurate and up to date records and monitoring information spreadsheets, write and present reports regarding the work undertaken, as required.
- To develop a model that can be delivered building on the assets in each local community, and within **current COVID-19 guidelines and legislation**.
- To work with existing and new providers to maximise resources and assets at a local level.
- To maintain effective lines of communication between key partners.
- To oversee the project activity budget and ensure it is as cost effective as possible.
- Your contract will include a requirement to comply with the reasonable instructions given by or on behalf of the Board of TM&C. It will include a requirement in relation to the management or avoidance of conflicts of interest.

### General:

1. To work within the values and policies of Together Middlesbrough & Cleveland at all times.
2. To take part in line management supervision and appraisal as required.
3. To ensure any information processed for both service users and staff is kept accurate, confidential, secure, and in line with GDPR and Together Middlesbrough & Cleveland's Confidentiality Policy.
4. To have a duty and responsibility for personal health and safety and the health and safety of colleagues, service users, and visitors.
5. To attend meetings and events as required – subject to current social distancing and COVID-19 restrictions.
6. To attend and participate in relevant training as required.

7. To undertake other tasks commensurate with the position as required.

#### **Line management and employment matters**

The TM&C Chief Officer will be assigned as your line manager. Your contract will include provision in respect of statutory entitlement to leave, sickness absence, grievance and disciplinary procedure, etc.

#### **Probation and notice period**

The appointment is subject to safer recruitment procedures. The usual three-month probationary period is not applicable due to the Fixed Term nature and length of the contract. During the contract, the notice that you are required to give TMC is one month.

#### **Place of work**

From 2020, all TM&C posts will be home-based. Hot desk arrangements in partner organisations will be available as required. Flexible working will be necessary, including some weekend and evening work. You will be required to travel independently within the Middlesbrough and Redcar & Cleveland area as part of ordinary working. You may be required to attend a reasonable number of conferences and meetings elsewhere in the country. Reasonable travel expenses necessarily incurred in performing your duties will be reimbursed. **All of the above arrangements are subject to, and in accordance with, current social distancing and COVID-19 restrictions in place at the time.**

#### **Hours and Remuneration**

The working time of the post is **22.5 hours** per week, subject to short-term variation by mutual agreement. There is no overtime payment, but time off may be taken in lieu. Leave is based pro-rata on a full-time entitlement of 25 days plus public holidays. The gross remuneration is **£27,637 pa pro rata**. After four months' employment the company makes a pension contribution of up to **7.5%** of gross salary to the employee's chosen pension scheme.

### Person specification

This document sets out the skills and experience required for this post and will be used for shortlisting and interviewing candidates.

Requirements	Essential	Desirable
<b>Education/Qualifications</b> <ul style="list-style-type: none"><li>• Degree level education in a relevant subject, or substantial evidence of relevant experience that has demonstrated ability.</li><li>• Be able to clearly demonstrate a good level of critical thinking and written communication skills.</li></ul>	✓ ✓	
<b>Experience</b> <ul style="list-style-type: none"><li>• At least three years relevant work experience</li><li>• Experience of working with the public.</li><li>• Experience of project development, planning, monitoring, and reporting.</li><li>• Partnership work including statutory, voluntary, community/faith-based groups.</li><li>• Experience of delivering training</li><li>• Experience of co-designing projects with beneficiaries.</li></ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Knowledge and understanding of asset-based community development.</li><li>• Local geographic knowledge of Middlesbrough and Redcar &amp; Cleveland and the different local communities Knowledge and understanding of mental health and wellbeing.</li></ul>		✓ ✓

<b>Skills</b> <ul style="list-style-type: none"> <li>• Excellent verbal communication skills, able to establish and maintain effective relationships with a diverse range of people; network; and develop effective partnerships.</li> <li>• Ability to empower and work with people in local communities, harnessing their skills and experiences.</li> <li>• Excellent written communication skills, and computer skills, particularly Excel, and including use of Word, PowerPoint, and social media.</li> <li>• Excellent organisational skills.</li> <li>• Attention to detail and data input accuracy.</li> <li>• Ability to work as part of a team towards a common objective.</li> </ul>	All essential	
<b>Personal</b> <ul style="list-style-type: none"> <li>• Smart appearance and a warm and friendly personality.</li> <li>• A commitment to the values and aims of TM&amp;C.</li> <li>• Compassionate, person centred and non-judgmental approach.</li> <li>• Self-motivated and able to work on their own initiative as well as part of a team.</li> <li>• Someone who expects and works to high standards.</li> <li>• Willingness to work within TMC's policies and procedures.</li> <li>• Willingness to undertake professional development.</li> <li>• Ability and willingness to work flexibly.</li> <li>• Ability to travel independently.</li> </ul>	All essential	