

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post:	'Wider than Work' Mentor (3)
Job Purpose:	To provide confidential 1:1 psychosocial support (coaching) for individuals whose mental health struggles are a barrier to employment.
Responsible to:	Service Manager at community anchor organisation
Responsible for:	No one
Salary:	£20,000-£24,000 pro rata (dependent on experience), fixed term for 8 months
Hours:	22.5 hours/week
Location:	The Wider than Work Mentors will work from community anchor organisations and Job Centres across Bristol. Each mentor will cover 1 locality (North/West Bristol, Central/East Bristol, South Bristol).

Key tasks and responsibilities

1. Using motivational interviewing and other techniques, deliver a 1:1 therapeutic intervention for participants referred from job centres.
2. Assess referrals holistically and carry out initial needs assessments.
3. By drawing on an individual's strengths, preferences and support networks, support participants to manage their mental health
4. Devise, implement and review a co-produced person-centred action plan with each participant that includes engagement with activities based on the individual's geographical community or community of interest – bringing in bespoke/specialist services as required.

5. By providing information and advice and making appropriate supported referrals, enable participants to tackle wider social issues, such as debt and housing, whilst also developing relationships with bespoke support services – negotiating access to these services for participants, accompanying where necessary and advocating on participants' behalf.
6. Empower participants to maximise the control they have over their lives through enabling them to assess their own abilities, identify goals, and take charge of decisions which affect them. This will involve facilitating the follow-through on action plans.
7. Effectively manage a caseload of participants, ensuring ambitious performance targets and project objectives are met.
8. Liaise, build strong relationships and share information appropriately with job centres, participants' work coaches/DEAs and other agencies to maximise positive outcomes for participants.
9. Encourage and support participants to attend in-house psycho-educational workshops.
10. Work in close partnership with West of England Works to provide further support for participants.
11. Keep accurate records relating to the interactions that take place as part of the delivery of the service, contributing to the collection of monitoring information and preparation of progress reports.
12. Follow agreed processes and protocols for storing and transferring information about participants. Ensure that confidentiality is maintained.

General Duties

13. Work carried out must accord with current legislation, regulations, codes of conduct, procedures and policies of employing organisation.
14. Participate in training and professional development as required.
15. Participate in staff supervision sessions, clinical supervision and employee development reviews.
16. Attend staff and team meetings.
17. Work with the wider team to provide peer support and inform the delivery and development of the service.
18. Manage expenses arising from work in line with agreed budgets.
19. Maintain a professional attitude and conduct at all times.
20. Promote health and wellbeing, equality and diversity, and sustainable development.
21. Undertake such other additional tasks as reasonably deemed appropriate.

Person Specification: 'Wider than Work' Mentor			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Educated to a minimum of level 3 (e.g. A levels, NVQ3) 	<ul style="list-style-type: none"> • Relevant Health or wellbeing related qualification • Trained in Motivational Interviewing 	Application Form
Experience	<ul style="list-style-type: none"> • Experience of working in a highly-confidential manner • Experience of working holistically, on a one-to-one basis, with people with poor mental health • Experience of creating support plans and completing risk assessments • Experience of working in a culturally-diverse area • Experience of monitoring outputs & outcomes • Experience of using motivational interviewing to improve mental health and wellbeing • Experience of partnership working across organisations or agencies • Experience of managing own case load efficiently and effectively 	<ul style="list-style-type: none"> • Experience of the change process and eliciting and maintaining changes in behaviours • Experience of using social prescribing in areas of high social and health inequalities 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • A proactive self-starter. • Genuine passion and empathy to support people to lead healthier and happier lives. • Able to work in a flexible, collaborative and supportive manner. • Excellent organisation, planning and project management skills. 	<ul style="list-style-type: none"> • Knowledge different activities and services across the locality in which you will be working • Knowledge of areas of multiple deprivation across Bristol and the issues facing local residents 	Application Form Interview

Person Specification: 'Wider than Work' Mentor			
	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Excellent interpersonal, relationship and communication skills to work with a range of stakeholders and diverse communities. • Excellent IT skills, including word processing, spreadsheets, email, and web research • Understanding of health inequalities and knowledge of community-based interventions that support residents to lead healthier and happier lives. 		
Other	<ul style="list-style-type: none"> • A willingness to undertake any other duties commensurate with the post. • Willingness and ability to work outside normal office hours and across multiple sites. 		Application Form Interview