

MENTAL HEALTH DEVELOPMENT COORDINATOR

Job Application Pack

November 2022

Deadline For Applications: 5pm on Monday 12th December 2022

Interviews: Thursday 15th December 2022

If you have any questions, or would like to talk to someone about the role, please email our CEO Lily Axworthy at: lily@greatertogethermanchester.org

Completed Application Forms should be submitted to:
recruitment@greatertogethermanchester.org

Job Description

<u>Job Title</u>	Mental Health Development Coordinator
<u>Responsible to</u>	Chief Executive Officer
<u>Location</u>	Hybrid/Flexible – Manchester*
<u>Hours</u>	Part Time – 21 hours per week (flexible working patten, some evening and weekend work required)
<u>Duration</u>	1-year fixed term contract (with view to extend subject to funding)
<u>Salary</u>	£26,000 per annum pro rata (£15,600 actual per annum), plus 7% pension
<u>Annual Leave</u>	28 days per annum plus bank holidays pro rata

About Greater Together Manchester

Greater Together Manchester is a charity that looks to tackle poverty and deprivation across Greater Manchester and Rossendale.

Founded as a joint venture between Church Urban Fund and the Diocese of Manchester, we work with churches, faith and community groups, and individuals all over Greater Manchester to tackle poverty and deprivation, and to find ways to support the most vulnerable people in our society. We work with local, grassroots groups to develop their responses to concerns or problems in their own communities, providing advice, support, infrastructure, and support with fundraising.

Mission Statement:

- To kick-start, grow and support social action/community outreach projects and initiatives by equipping local churches, groups, individuals and communities with the skills and confidence to make a real difference to the lives of the most vulnerable people in their local area.
- To connect projects, people, and organisations together to help them to share best practice, resources, and ideas.
- To work together with multi-agency partners to influence local, regional, and national policy and strategy.
- To provide training and information to individuals and organisations to help equip them with the skills and knowledge they need to support and sign post vulnerable people more effectively.

Purpose of the Post

This brand-new role will take forward and build on our existing work around Mental Health and Trauma Informed Practice. The post holder will work to promote good practice around mental health, as well as promoting the importance of using trauma informed approaches in community and church-based projects across Greater Manchester.

The post holder will be responsible for providing both Trauma Informed training and Adults Mental Health First Aid training to parishes and churches, as well as other community groups and partner organisations.

Beyond this, the post holder will also be responsible for supporting parishes, groups, and partner organisations to make changes to their projects to implement trauma informed practices and make use of their training around mental health to better support their beneficiaries.

*Our current offices are on Deansgate in Manchester City Centre but will be moving to Bury Town Centre in Spring 2023, however we are flexible and allow for hybrid working wherever possible.

Main Duties and Responsibilities

- To deliver Adults Mental Health First Aid training to churches and community-based organisations across Greater Manchester
- To deliver Trauma Informed Training to churches and community-based organisations across the Greater Manchester
- To develop any new additional training modules according to interest/need
- To support churches, church-based projects, and other grassroots community projects to better support people with a range of mental health concerns
- To support community and church-based projects to implement Trauma Informed approaches and create safe spaces for people with experience of trauma
- To develop a network of practice for community and church-based projects around mental health and trauma support
- Gather regular feedback from participants to help monitor the impact of the training and feedback to funders

Person Specification

Quality	Description	E	D
Qualification	Adults Mental Health First Aid Instructor qualification (ideally from MHFA England)**	✓	
Experience	Previous experience of delivering Adults Mental Health First Aid training	✓	
Experience	Previous experience of delivering trauma related training		✓
Experience	Previous experience of implementing trauma informed practices in a range of community settings		✓
Experience	Experience of working with people from a wide range of backgrounds.	✓	

Experience	Experience of liaising, working with and networking effectively with a range of partners and other agencies.		✓
Knowledge	Good knowledge and understanding of mental health issues and trauma	✓	
Knowledge	An understanding of the faith, voluntary and community sector.		✓
Skills	Excellent communication skills, both written and verbal	✓	
Skills	Ability, and willingness, to work independently and flexibly.	✓	
Skills	Ability to prioritise and effectively manage a workload.	✓	
Skills	Good organisations skills, with the ability to keep accurate records.	✓	
Skills	Ability to develop and deliver high quality training both online (via Zoom or Microsoft Teams) and in person.	✓	
Skills	Ability to work under own initiative.	✓	
Skills	Excellent written and verbal communication skills and the ability to communicate with and relate to people from a wide range of backgrounds.	✓	
Skills	Good computer literacy, including Microsoft Office packages, Zoom, CRMs, and social media platforms.	✓	
Attitude	Compassionate approach to issues around mental health	✓	
Attitude	A non-judgmental and positive attitude towards people who are in need and a passion for tackling poverty, deprivation and injustice.	✓	
Attitude	A strong commitment to equality and diversity.	✓	
Attitude	Sympathetic to the Christian values and ethos of Greater Together Manchester	✓	
Other	The ability to travel independently around Greater Manchester	✓	

****Please note: if you do not currently hold a Mental Health First Aid Instructor qualification, but you meet all the other criteria for the role, please get in touch via recruitment@greatertogethermanchester.org as, depending on other existing qualifications, our panel may still wish to consider your application.**

GTM is an equal opportunities employer and does not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Selection for employment will be based on aptitude and ability.

JOB APPLICATION GUIDELINES

Information on Completing the Application Form

The information you provide in your application form is the ONLY information we will use in deciding whether you will be shortlisted for interview.

Your application form is therefore very important, and the following advice is designed to help you complete it as effectively as possible.

Do not send any additional documents (e.g., CVs) as the shortlisting panel will not be able to use them in their decision making.

Planning Your Application Form

Before filling in the application form, please read the information pack carefully

- Please look at all the information so that you know what the job involves and understand the range of skills and expertise required.
- Every vacancy is based on a **job description** and **person specification**, which lists the main duties of the post and describes the skills, experience, and qualifications we are looking for.

Using the Job Description and Person Specification:

- The person specification is the list of requirements regarded as necessary for the role.
- The most important question in the job application is the one that asks, "Using the job description and person specification, please tell us about your experience, skills and knowledge, and explain why you think you are suitable for this role." **You need to tell us about how you meet each of these requirements and use examples from your previous roles.**
- Try not to repeat yourself by using just one area of your experience, you should tell us about past and present jobs and interests. **Remember that voluntary work can be just as valuable as paid employment.**

Completing the Application Form

- Please fill in the application form as clearly and as fully as you can so that we have all the information we need.
- If you have any disabilities or need assistance in completing the form, please let us know and we will be happy to help you.
- We would be grateful if you could fill in the Equal Opportunities Monitoring Form – but this is not compulsory. The information on the Monitoring Form will not be seen by the shortlisting or interview panel.
- Please send your application form in on time – applications received after the closing date may not be considered.
- Remember to keep a copy of your application form.

Closing Date

Completed application forms should be returned to Greater Together Manchester by 5pm on the closing date given on the advertisement.

You should send your completed application form to: recruitment@greartertogethermanchester.org