

Job Description

Title: East Hants Wellbeing Lead

Responsible to: Wellbeing Manager

Direct Reports: Wellbeing Practitioners, Administrators, and Peer Supporters

Location: East Hants and Havant

Hours: 37 hours per week which may include the occasional weekend and public holiday

Term: Permanent

Salary: £21,500

HEH Mind runs a range of wellbeing recovery services for adults who would like support with their mental health and wellbeing through a variety of interventions and services. This ranges from assessment, recovery planning, one-to-one support, reviews and group work, to outreach into the community to provide a range of groups and activities to support people to manage their own mental health needs.

Main Responsibilities:

- Responsible to the Wellbeing Manager, following reporting lines where required
- Manage the delivery of wellbeing services within the East Hants area
- Oversee the quality of assessment
- Oversee the quality of intervention material to ensure it is relevant and up to date
- Implement group timetables for service delivery, including working with the Havant Wellbeing Lead
- Work with the Wellbeing Manager to conduct and implement risk assessments for both clients and staff.
- Hold responsibility for the induction training for new East Hants area Wellbeing Practitioners
- Liaise with the Peer Support Coordinator
- Undertake line management responsibilities, including being the primary contact for sickness, absence and annual leave requests
- Identify and assist on induction, training and development of paid staff and volunteers
- Assist the Wellbeing Manager in the continued development of HEH Mind
- To provide ongoing staff appraisals, supervision, and performance management where needed

- To assess staff in their initial 6-month probation period as suitable for employment
- Manage and support with staff workload, including the creation of workflows
- Complete risk assessments with the Wellbeing Manager when required
- Identify gaps within the service and develop creative solutions, considering service user and carer need
- Attend multi-agency meetings when required to represent HEH Mind
- Supervise the quality of records and data held on the Charity Log system
- To engage and encourage appropriate referrals
- Liaise with the Wellbeing Manager to ensure the service is adequately resourced and being delivered at a high standard
- Be point of contact in the absence of the Wellbeing Manager
- Flexibility in the event of change to ensure effective service delivery
- Attend professional development and training sessions to ensure service provision reflects up to date knowledge and resources
- Hold responsibility for managing their staff on BreatheHr
- Any additional relevant tasks as requested by the Wellbeing Manager
- 1-2 days on A31 Alton Project

Additional Responsibilities:

- Maintain up to date knowledge of legislation, national and local policies in relation to the provision of social care services
- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the community
- Participate in events, awareness campaigns and other projects which promote the organisation's values
- Work with key stakeholders to promote the Adult Wellbeing Service