

Job Description

Senior Wellbeing Practitioner

(Children & Young People) - Lighthouse Project

Reports to: Contract Lead (Children & Young People)

Direct reports: Wellbeing Practitioners, Volunteers & Students

Location: Havant

Hours: 16 hours a week, including 3 early evenings, permanent contract

Salary: £24,500 FTE

Closing date: 12 noon, Wednesday 31st January 2024.

Interviews: Are likely to be week starting 5th February 2024

Main responsibilities

- To lead Children & Young People's Lighthouse shifts and be the point of contact for supporting staff, volunteers and students to fulfil their roles.
- To support staff to respond to safeguarding concerns appropriately.
- Facilitate supervisions with staff, students and volunteers.
- To plan and organise staffing, rotas and workflow timetables.
- To plan and organise induction timetables for new staff, including shadowing and training opportunities.
- To case hold and facilitate assessments, intakes, one to ones and group work
- To liaise with the Wellbeing Manager/Contract Lead to ensure all new projects are adequately resourced and within budget.
- Complete data reports and outcome monitoring.
- To gather CYP and parent feedback, monitor the quality of service delivery and regularly review and audit this.
- To work across the CYP team when required and to assist the Wellbeing Manager/Contract Lead in the continued development of the Children & Young People's service.

Key duties

- Support staff, volunteers and students to respond to safeguarding concerns appropriately and to fulfil their roles at The Lighthouse.
- Lead team meetings, checks ins and debriefs at The Lighthouse
- Complete safeguarding referrals when a vulnerable child (or adult) is at risk of significant harm.
- Facilitate supervisions of staff, students and volunteers.
- Manage a caseload and complete charity log actions in a timely manner.
- Assist in the induction and training process for new members of staff and create timetables which provide new starters with the opportunity to shadow and develop their knowledge of the whole service.
- Plan and organise rotas, venue hire and staffing in line with the workflow timetables and service needs.
- Report and feedback to Wellbeing Manager/Contract Lead and liaise with partners at Motiv8 as agreed.
- Attend meetings and represent the organisation when required.
- Maintain clear professional boundaries with staff, clients, and external agencies.
- Participate in supervision, appraisals, wellbeing action planning and professional development.
- Identify and attend training sessions in line with personal and professional development.
- Support with the development of the wider charity, feeding back information and fundraising opportunities.
- Seek management and HR support/guidance when necessary.
- Keep key stakeholders updated about Mind services and support in the leafletting and advertisement of these services.

Health and safety

- All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, members and the general public.

Essential/desirable criteria	Essential or Desirable
Qualifications / Education / Training Degree or equivalent relevant professional qualification in management or health <u>Or</u> Experience of management & working with the health / voluntary sector	Essential
Experience <ul style="list-style-type: none"> • Experience of managing a team • Experience of developing services and staff • Experience working in the voluntary sector • Experience of working with vulnerable young people with diverse needs • Experience working with service users with mental health needs • Experience of individual needs assessment • Experience of working in partnership 	Desirable Desirable Desirable Essential Essential Essential Essential
Knowledge/Skills/Competencies <ul style="list-style-type: none"> • Must have some understanding of mental illness and recovery • Ability to research and identify appropriate community resources • Understanding of inequality and diversity issues • Knowledge of links between physical health and mental health 	Essential Essential Essential Essential

<ul style="list-style-type: none"> • Understanding and Appreciation of personal and professional boundaries 	Essential
<ul style="list-style-type: none"> • Good level of numeracy & literacy is required. Applicants must be able to take clear notes, have a methodical and ordered working style and be able to maintain up to date and accurate records 	Essential
<ul style="list-style-type: none"> • Excellent I.T. skills – Word, Outlook, Excel 	Essential
<ul style="list-style-type: none"> • Ability to assess and manage risk and conflict 	Essential
<ul style="list-style-type: none"> • Able to work on own initiative and within a team 	Essential
<ul style="list-style-type: none"> • Having a positive attitude to people from diverse backgrounds 	Essential
<ul style="list-style-type: none"> • Understands and is able to implement safeguarding policies and procedures 	Essential
<ul style="list-style-type: none"> • Good time management and organisational skills 	Essential
<ul style="list-style-type: none"> • Ability to embrace change and adapt to changes in service provision, new projects & duties 	Essential
<ul style="list-style-type: none"> • Empathy and compassion 	Essential
<ul style="list-style-type: none"> • Good communication skills that are adaptable for our varied client group 	Essential
<ul style="list-style-type: none"> • Possess supervisory management skills 	Essential
<ul style="list-style-type: none"> • Understanding of reflective practice 	Desirable
<ul style="list-style-type: none"> • Some knowledge of gathering customer feedback and evaluation 	Desirable
<ul style="list-style-type: none"> • Personal transport for business purposes 	Desirable
<ul style="list-style-type: none"> • Knowledge of local area and services or organisations that can provide additional support to our clients 	Desirable
<ul style="list-style-type: none"> • Some experience of working as or working with volunteers 	Desirable