



Bristol Mind - Job Description

Job Title: Greenspace Coordinator

Reports to: Services Manager

Direct Reports: Service volunteers

Location: 35 Old Market Street, Bristol, BS2 0EZ with travel around Bristol City – Soon to relocate to St Brandon’s House, Great George Street

Hours: 11 hours per week. The post will include occasional evening and weekend work.

Salary: £24,309 pro rata

Contract type: Fixed term until 31st December 2022

Purpose:

1. To plan, coordinate and deliver Greenspace Wellbeing activities and workshops for Refugees and Asylum seekers in Bristol, to promote emotional and mental wellbeing as well as recovery for those experiencing long and enduring mental health challenges.
2. To promote a welcoming, safe and stimulating environment for refugees and asylum seekers who are experiencing poor mental health, language, and socioeconomic challenges.

Main Responsibilities:

1. Develop and deliver engaging and motivating outdoor ecotherapy workshops and activities, for example forestry, bush craft, fire making, cooking, physical activity, gardening etc that focus on the Five Ways to Wellbeing.
2. Build relationships with external specialist organisations and services who can feed into the programme of activities by providing workshops, training and talks.
3. Produce publicity promoting the activities of the workshops ensuring availability of translated literature in Arabic, Somali, Kurdish and other community languages, and including direct mailings, social media, development of flyers, attendance at events and press releases suitable for the audience.
4. Promote the service amongst other organisations working with refugee and asylum seekers in Bristol and the local area.
5. Ensure adequate risk assessments are undertaken prior to any activities. This includes safety measures in relation to COVID-19. Ensure Government and Bristol Mind guidelines are communicated in an accessible format for participants.

6. Create and utilise a mode of monitoring service outcomes that is accessible for those participating to engage with, and ensure data collection is done in a timely and accurate manner, in accordance with GDPR, inputting data into Bristol Mind's CRM database.
7. In partnership with the Services Manager, evaluate the service to continually improve the design and delivery.
8. Developing relationships with local key stakeholders to embed the programme within local health and physical activity structures to provide exit routes for both volunteers and participants.
9. To undertake training relevant to this post, as directed by your line manager.

Administrative duties

- To ensure all service users and volunteer records are kept up to date
- To ensure all monitoring is collected and input on the database system in a timely manner
- To handle and record any cash transactions and keep accurate records in line with policy and procedures.
- To ensure all volunteers have completed induction, risk assessments and ongoing training to support them in their roles.
- To ensure that information is accurate, relevant and up to date for service users
- To ensure the confidentiality of information is protected in accordance with current legislation
- To seek and record service users' feedback during every session

Personal Development

- Actively participate in regular supervision sessions, team meetings, Individual Performance Reviews and Personal Development plans.
- To be committed to learning through staff training and self-development
- To undertake training relevant to this post, as directed by your line manager.

General

- To maintain a professional and confidential approach to work at all times.
- Work within Bristol Mind policies, procedures, codes and guidance, including in relation to health and safety, confidentiality, safeguarding, data protection and equal opportunities.
- To communicate effectively with team members, service leads and external professionals.
- To create and promote a positive and nurturing environment at all times when working on behalf of Bristol Mind.
- To monitor on-going health and safety issues, have a duty and responsibility for their own health and safety and that of colleagues, service users and general public, reporting repairs and defects as appropriate and ensure fire precautions are understood by clients.
- To participate in training and meetings as agreed and directed, and to attend regular personal supervision sessions and annual appraisal.
- To have a responsibility to prevent abuse and neglect and report concerns.
- To undertake these duties in a framework that recognises the diversity of service users and encourages equality of opportunity for all.
- To promote and to ensure that the voices of people who have used mental health services are represented.

- To contribute fully to the corporate aims and objectives and work within Bristol Mind's values, policies and procedures.
- To undertake any other duties as delegated, which are deemed appropriate within the grade and responsibilities of the post and following consultation with the post holder
- To promote all of Bristol Mind's services in the wider community
- To promote public health campaigns, such as Making Every Contact Count and Five Ways to Wellbeing

This list is non exhaustive and other duties may be required to be undertaken to meet the needs of Bristol Mind. This job description may be subject to joint review from time to time between the post holder and Bristol Mind.

Person Specification

Requirement	Essential or Desirable	A/I/P*
Qualifications / Education / Training:		
Educated to A level / higher diploma or equivalent level of knowledge and experience in mental health.	Desirable	A
Evidence of continuing professional development	Essential	A
Pass level at GCSE Maths and English or equivalent	Essential	A
Experience		
Experience of working with and co-ordinating volunteers.	Desirable	A/I
Experience of working with people with varied mental health problems.	Essential	A/I
A working knowledge of person-centred support	Essential	A/I
Experience of building effective working relationships with both immediate management and wider professionals	Essential	A/I
Excellent project coordination skills, with a track record of delivering against targets and objectives.	Essential	A/I
Delivering effective group support/workshops/activities.	Essential	A/I
Experience in reaching communities that have not historically engaged in mental health services.	Essential	A/I
Experience of supporting individuals from marginalised communities	Desirable	A/I
Personal lived experience of mental health problems	Desirable	A/I
Lived experience as a refugee.	Desirable	A/I
A working knowledge of relevant legislation including Health and Safety and the Mental Capacity Act.	Essential	A/I
		A/I
		A/I
		A/I

Requirement	Essential or Desirable	A/I/P*
Knowledge/Skills/Competencies		
Knowledge of safeguarding processes.	Essential	A/I
A working knowledge of person-centred support	Essential	A/I
An understanding of the positive impact that outdoor activity can have on mental health	Essential	A/I
Can communicate in relevant language(s) e.g. Arabic	Desirable	A
Excellent oral and written communication skills	Essential	A/I
Excellent interpersonal skills and the ability to work proactively and cooperatively with a diverse range of people	Essential	A/I
A clear understanding of confidentiality	Essential	A/I
Excellent organisational skills and an ability to prioritise and manage own workload with minimal supervision	Essential	A/I
Demonstrable self-awareness, an understanding of impact on others and an ability to manage self and maintain professional conduct in difficult and challenging situations	Essential	I
Experience of using IT packages, specifically Microsoft Word, Excel	Essential	
Ability to seek out and resolve problems in order to improve the standard of the service provided.	Essential	A
Self-motivated, creative and innovative	Essential	A/I
Skills in outdoor activities such as craft, cookery, exercise, gardening, allotments, woodwork	Desirable	A/I
An understanding of manual handling regulations and the ability to assess any associated risks in the workplace.	Essential	A/I

Requirement	Essential or Desirable	A/I/P*
Other:		
Demonstrable self-awareness, an understanding of impact on others and maintain professional conduct in challenging situations.	Essential	A/I
A collaborative, flexible, non-defensive, positive approach	Essential	A/I
Self-motivated and resourceful	Essential	A/I
Resilient and copes well under pressure	Essential	A/I
Flexible approach in response to changing organisational requirements	Essential	A/I
Reliability, patience and ability to learn	Essential	A/I
Willingness to be 'hands on' and proactive	Essential	A/I
Access to own transport/can travel independently across Bristol	Essential	A/I
Car Driver and Full Licence holder	Desirable	A
Commitment to Bristol Mind's purpose, vision and values	Essential	A
Commitment to Bristol Mind's Equal Opportunities and Diversity policies	Essential	A
An understanding of manual handling regulations and the ability to assess any associated risks in the workplace.	Essential	A/I
Ability to form good effective working relationships and work as part of a team	Essential	A/I
A commitment to ongoing personal development and training, to grow and develop own knowledge and experience	Essential	A/I
Willingness to undergo an enhanced DBS check	Essential	A/I
		A/I
		A

***A/I/P=**
Application
Interview
Presentation

Application closing date: 29th July 2022

Interviews will be held: 1st – 5th August 2022

If you are interested in applying for this position, please forward your CV to elsie@bristolmind.org.uk.