

Hull & East Yorkshire Mind

Job Description

- Title of Post:** Mental Health Promotion Arts Worker
(Fixed term contract)
- Base:** Trafalgar House, 41-45 Beverley Road, Hull, HU3 IXH
The post holder will also be expected to work at other sites as specified by Hull & East Yorkshire Mind.
- Salary:** £17,331 - £23,942 per annum
- Hours:** 37 per week (may be negotiable)
All hours will be worked on a flexible basis to meet the needs of the service, but will generally be arranged between 9.00am and 5.00pm Monday to Thursday, and 9.00am to 4.30pm on Fridays. There may also be the very occasional requirement for the post holder to work some evenings, bank holidays and weekends. In the event that additional hours are required to be worked, time off in lieu will be granted
- Responsible to:** Hull Services Manager
- Accountable to:** Chief Executive Officer

1. Aims of the project

a. Working with children

- **Children's Fund Project - working in schools and with other support agencies within Hull**
 - **Deliver project in accordance with the Service Level Agreement and annual agreed targets to:**
 - improve the social and emotional well being of children, through building self esteem, working together, raising aspirations, producing art work and learning new skills
 - ensure services developed are appropriate and accessible
 - enhance existing services
 - improve the educational and social performance potential
 - **Target activities (workshops/courses) relating to:**
 - Transition
 - Pupil Referral Units
 - Special Schools
 - Young Carers

Workshops and courses will be planned with and influenced by children.

b. Working with the Elderly across Hull and The East Riding

- Continue development of Dementia pilot with residential care homes to improve resident engagement
- Develop art workshops to improve Dementia and Alzheimer sufferers quality of experience.

2. Objectives of the Post

- a. To facilitate an existing arts based mental health promotion project with children and young people. Work within project and organisational objectives.
- b. To explore the potential of using arts sessions to engage with the elderly who have experienced memory loss through age related conditions. To plan and facilitate workshops to maintain or improve engagement in social activity and sustain independence.
- c. To liaise with the management and senior management of the organisation on matters specifically related to the project and those related to the organisation as a whole.
- d. To liaise effectively with partner agencies with regard to the content and facilitation of project workshops and courses.
- e. To maintain existing systems for gathering quantitative and qualitative information.
- f. To report to organisational management as required.
- g. To investigate potential future funding opportunities.
- h. To actively promote the project and service with new and existing organisations

3. Principal Responsibilities

- a. Take the lead role in the planning and facilitation of the project, in liaison with other agencies.
- b. Take the lead role in ensuring the effective delivery of the project.
- c. Take the lead role in maintaining existing qualitative and quantitative information gathering and presentation procedures for the project.
- d. Responding to quality assurance standards and ensuring the maintenance of the project to the set standards.
- e. Undertake monitoring and reporting activity relevant to the project
- f. Undertake duties within project and organisational objectives.
- g. Report to and liaise with line management and the Executive Committee as required.
- h. Undertake appropriate risk assessments

4. General Duties

- a. To work flexibly according to the needs of the Training & Employment team and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.
- b. To maintain appropriate confidentiality at all times.
- c. To assist in the implementation of Hull & East Yorkshire Mind's Business Plan so that you can be aware of, and work towards, individual, team and organisation objectives and recognise and understand the importance of continual development of the individual team and organisation.
- d. To adhere to the provisions of and attend any training appertaining to, the Health and Safety at Work Act and to ensure personal safety and the safety of those in contact with our services so far as is reasonably practicable.
- e. **To comply with all Hull & East Yorkshire Mind finance policies and procedures and to ensure all expenditures are within project budget.**
- f. To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- g. To actively participate in formal supervision and personal development reviews.
- h. To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- i. To perform other duties that reasonably corresponds to the general character of the post.
- j. To attend fund-raising or promotional events as appropriate.

IT SHOULD BE NOTED THAT A NO SMOKING AT WORK POLICY IS IN OPERATION

This Job Description is not meant to be exhaustive and the Organisation reserves the right to require the job holder to flexible and perform duties other than those listed according to the changing requirements of the organisation.

This Job Description is subject to review and subsequent revision.

Updated July 2010

AGREED AND SIGNED BY:

Employee

Print name:

Signature: Date:

Manager

Print name:

Signature: Date: