

# Hull & East Yorkshire Mind Job Description

**This post is currently funded until 30 September 2010. (The Organisation may be successful in obtaining further funding after this date.)**

<b>Title of Post:</b>	PACE (People and Community Exercise) Support Worker (Holderness/Hull)
<b>Based at:</b>	Trafalgar House, Beverley Road, Hull
<b>Salary:</b>	LMG 2 £13,429 – £15,295 (pro rata)
<b>Hours:</b>	<p>The hours of work are 22 per week which will be worked flexibly – there will be some weekend working and possibly some evenings</p> <p>The Support Worker will be required to work on some fixed days Mondays to Fridays e.g. to attend training. Time off in lieu will be granted for weekend/ evening work.</p>
<b>Responsible to:</b>	Hull & East Yorkshire Mind Chief Executive Officer
<b>Supervisor:</b>	East Riding Service Manager

## **Background information Relevant to the post**

In 2007 Hull & East Yorkshire Mind agreed to join a joint project funded by the Big Lottery Fund and Comic Relief. Moving People is a joint project between Mental Health Media, Mind, Rethink, and the Institute of Psychiatry at King's College London. The aim of the Moving People programme is to improve the mental and physical wellbeing of people in England, as well as tackling the growing discrimination faced by people with mental health problems. Based on international best practice in Scotland and New Zealand, the multi-pronged programme is intended to deliver a measurable shift in public attitudes to mental health problems.

The Hull & East Yorkshire Mind project, is part of the National Mind portfolio, and is titled 'Health in Mind'. It is targeted specifically at the coastal areas of North Holderness (Hornsea) and South-East Holderness (Withernsea). These areas have been identified in East Riding of Yorkshire Council statistics as being areas of high deprivation in terms of geographical isolation, economic disadvantage, limited transport and public services, and having high indices of life limiting long term illness, including medium to high levels of mental ill health.

## **The PACE Project**

The PACE Project is an exciting and innovative Hull and East Yorkshire Mind project and is part of the national Time To Change initiative. The Project aims to promote mental and physical wellbeing by involving and engaging individuals and communities in physical health activities. This may be by traditional sporting activity or by new and innovative exercise activity. Examples of current/recent activity include:

- Golf
- Street Dance

- Cycling
- 'Green' exercise (farming/gardening activity)
- Football
- Skate boarding
- Walking/orienteering

PACE aim to promote social inclusion, reduce the stigma attached to mental health problems and provide a greater understanding of mental health issues amongst the general public.

### **Responsibilities of the Post**

- To ensure evaluation of activities and events by collecting monitoring data from participants, both at the events and at later activity reviews.
- Support the Development Workers in running and arranging events and activities, contributing to risk assessments and the developing of individual support plans.
- Work with individuals and communities in sustaining and building on initiatives started.
- To support the recruitment and retention of volunteers and 'community champions'
- To provide occasional assistance with Mind activities and events as required in other areas of Hull and the East Riding.

### **Objectives of the Post**

- Assist the Development Worker in raising awareness of the importance of physical activity in maintaining and developing mental wellbeing
- Gather monitoring evidence for the Kings College evaluation of the PACE/TTC Project
- Contribute to the delivery of the Aims and Objectives of Hull and East Yorkshire Mind
- Support people with mental health difficulties, their families and carers.
- To assist and take the lead in organising regular/planned activities, and occasional trips to local/regional venues.
- Support and work alongside volunteers and partner agencies.
- To recruit and support 10 community activity champions to be trained to achieve the Community Leaders Award
- To recruit and support volunteers to promote the benefits of physical activity

### **Principal duties/responsibilities of the post**

- Gathering monitoring/statistical information and feed-back at events from individual participants.
- Supporting individuals to work on identified goals and needs – e.g. using and accessing the local leisure centres, increasing social contacts through activities, and accessing local sporting/cultural amenities and networks
- Organise group activities (as required) and co-facilitate/run Mind/community/PACE groups/activities (as illustrated below)

Wednesday Green Gardening support group – Great Hatfield  
Thursday Street dance Activity – Withernsea

- Contribute to the PACE project agenda to ensure a programme of activities and events is planned in advance, maintaining service user and community involvement in this process.
- To assist and sometimes take the lead/assist in the general running of the groups/sessions/activities, demonstrating innovation and creativity through activities which will motivate and encourage participants.
- Ensure preparations for groups, courses and events are made, eg that materials and equipment are available and are appropriately cleaned and stored away at the end of the session.
- Take a lead in the evaluation and monitoring of groups and activities to inform new developments and activities.
- Provide day to day support to volunteers/'community champions' and assist with their recruitment/retention/training where needed.
- Encourage new recruits to attend activities and ensure they are welcomed, introduced and supported appropriately.
- Liaise with other agencies and partners including, Health Trainers, Members of the local Regeneration Partnerships, and Community Mental Health Teams. Visiting them as appropriate, to encourage more attendees and promote Hull and East Yorkshire Mind Services.

### **Other duties**

- Assist in risk management assessment of venues and activities as required.
- In conjunction with the Development Worker, regularly review service user needs and personal aims, and offer support towards achieving objectives.
- Assist in the overall running of the office with colleagues.
- Keep appropriate records for monitoring, statistical and quality assurance purposes.
- Assist with fund raising efforts of Hull & East Yorkshire Mind.
- Assist individuals to access other Hull and East Yorkshire Mind services/projects as appropriate.

### **General**

- To work flexibly as part of the PACE team, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations.
- To maintain the standards required and expected by Hull and East Yorkshire Mind
- To maintain appropriate confidentiality at all times
- To be aware of and work towards individual, team and organisation objectives including the Hull and East Yorkshire Mind Business Plan and to recognise and understand the importance of continual development of the individual, team and organisation.

- To adhere to the provisions and attend any training, appertaining to the Health and Safety at Work Act and to ensure your own safety and the safety of colleagues and visitors who are in contact with the services we provide.
- To comply with all Hull & East Yorkshire Mind finance policies and procedures and to ensure all expenditures are within project budget.
  - To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
  - 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.
  - To perform other duties that reasonably corresponds to the general character of the post.
  - To attend fund-raising or promotional events as appropriate

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

**The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures and Practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all policy documents.**

**This job description is not meant to be exhaustive and the company reserves the right to require the job holder to be 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.**

**AGREED AND SIGNED BY:**

**Employee**

Print name: ..... Signature: .....

Date: .....

**Manager**

Print name: ..... Signature: .....

Date: .....