



Charity reference 1114905

**Job Description**  
**Assistant Coordinator**

**16 hours per week**    **£7.50 per hour**

**Date 19<sup>th</sup> December 2011**

**Closing date for applications 13<sup>th</sup> January 2011**

**Reporting to**            **Deputy Coordinator**

**Location**                **Knighton & Presteigne**

**Background**

**“Encouraging people who experience mental health distress to live happier, healthier and more fulfilled lives”**

Radnorshire Healthy Friendships grew out of a five year Healthy Living Centre project funded initially by the New Opportunities Fund and which was managed by a partnership of the following bodies: Powys Mental Health Alliance, Powys Local Health Board, Powys Social Care Services and the National Public Health Services.

The original Volunteers recruited for the project wanted to continue our activities after the end of project. They therefore formed an association which quickly became a registered charity and sought new funding from the Big Lottery Fund and other funding providers

On 6 October 2005 Radnorshire Healthy Friendships was born. We had twenty Members, a few hundred pounds in the bank and no funding at all. We were fearful for our continued existence and desperate to seek partner organisations. The future looked bleak indeed!

Today could not be more different. With a rapidly growing Membership, immediate plans for six members of Staff and an annual turnover expected to significantly exceed £110,000 per annum we are the new force of the Third Sector in Powys.

We have achieved this by demonstrating to a wide range of funding providers that we have the right approach when it comes to delivering services. We deliver what is what is needed, we do it cost effectively and we provide our services to the highest standard

What we at Healthy Friendships say is support our Members with Volunteers and Staff, listen and take heed of what our Members want and need, limit our carbon foot print, keep costs low, standards high and constantly seek out new ways to improve what we do. This is not rocket science - it is simple common sense

- **What is Befriending?**

Befriending is a relationship between a Volunteer and a recipient; initiated, supported and monitored by us.

- **The Befriending relationship aims to be:**

Non stigmatising to those enduring mental distress. Empowering to the individual to explore ways or broadening their social network.

## **Purpose of the Job**

- To ensure the effective and efficient delivery of Healthy Friendships' services to our members.
- To promote a positive image of Healthy Friendships to the wide community.

## **Main Duties and Responsibilities**

### **Members**

1. To assess and recruit potential new members.
2. To complete relevant paperwork.
3. To support and befriend members.
4. To provide opportunities for members to develop new skills.
5. To facilitate small group work such as relaxation groups and coffee mornings.
6. To participate in social and educational outings.
7. To organise outings and ensure that members have the support they require.
8. To liaise with other organisations such as Community Mental Health Teams, Age UK, MIND etc.

### **Volunteers**

1. To recruit volunteers.
2. To participate in training volunteers.
3. To supervise and support volunteers.
4. To allocate tasks/befriending duties to volunteers.
5. To ensure that volunteers have a current CRB.
6. To ensure that volunteers attend regular training updates.

### **Operations**

1. Identify and implement opportunities to improve the services to the Members.
2. Negotiate with the Coordinator, Members, outside contractors and training providers.
3. Seek out and implement methods of saving money and increasing efficiency; purchase consumables.
4. Ensure a satisfactory working environment for Members, Volunteers, Befriender's and self.
5. Contribute to the Annual Report.
6. Provide promptly and correctly all necessary returns to the Coordinator.
7. Ensure that operations comply with organisational policy.
8. Liaise with outside organisations/people by telephone, in person and through the written/electronic word.
9. Attend regular staff meetings / team building events.
10. Keep abreast of current training and development opportunities.
11. Keep accurate and up to date records of members and volunteers.
12. Ensure that the database of members and volunteers is kept up to date by providing the Coordinator with copies of application forms and risk assessments.
13. Continued employment is dependent upon you being able to drive and having access to a suitably taxed, insured and roadworthy vehicle.
14. To be responsible for your own caseload and manage your time efficiently and effectively.
15. To abide by all lone working policy and procedures.

### **Finance.**

1. Ensure resources and monies are kept safe, consumed efficiently and are used in accordance with policy.
2. Monitor expenditure and ensure payments are made promptly and correctly.
3. Keep accurate petty cash records and other accounts if required.
4. To be involved in fund raising activities and to come up with innovative fund raising ideas for raising funds.

**People.**

1. Ensure effective team working.
2. Set goals and objectives for Volunteers, Befriender's and self.
3. Always ensure good working relationships with Members, Members of the Executive Committee, Volunteers and Befriender's.
4. Ensure disciplinary and grievance procedures are adhered to.
5. To be aware of Protection of Vulnerable Adults policies and procedures.
6. Undertake extensive Befriending and maintain a caseload.

**Information.**

1. Ensure that the Coordinator has the necessary information to make informed decisions
2. Collect and store information as directed by the Coordinator.
3. Ensure all members are kept informed of activities, developments in policy, procedures and all matters relating to them.
4. Regularly question members as to their requirements.

## Healthy Friendships

### Person Specification Assistant Coordinator

<b>Skill / Experience needed for the post</b>	<b>Essential</b>	<b>Desirable</b>	<b>Comments / How assessed</b>
Experience of working with or lived experience of Mental Health Distress		YES	Application form and interview
Knowledge of Mental Health conditions	YES		Application form and interview
Knowledge of local Mental Health Resources		YES	Application form and interview
Knowledge of Protection of Vulnerable Adults Legislation	YES		Application form and interview
Good communication skills, written, electronic and verbal	YES		Application form and interview
Experience of leading groups		YES	Application form and interview
Commitment to Equal Opportunities	YES		Application form and interview
Willing to undertake a CRB check	YES		Failure to undergo a CRB check or an unsatisfactory CRB check will exclude you from this post
Ability to show empathy and understand the difficulties faced by members and volunteers.	YES		Application form and interview
Willing to work unsocial hours, some evenings and weekends.	YES		Application form and interview
Commitment to personal development and further training.	YES		Application form and interview
Car owner/driver with relevant insurance cover (business use).	YES		Application form and interview
Experience of petty cash systems		YES	Application form and interview
Experience of delivering training		YES	Application form and interview
Experience of marketing		YES	Application form and interview
Two years experience of leading people		YES	Application form and interview
Working knowledge of computer systems such as Microsoft Office, using the internet and email		YES	Application form and interview
Communicate in the medium of the Welsh language		YES	Interview