



Job Description

Position:	Mums Matter Co-ordinator
Salary:	£25,317
Hours:	35 hours per week
	Fixed-term project 2 years
Reporting to:	Manchester Mind Service Manager

Summary of Main Duties and Responsibilities

Mums Matter is a six-week course designed by mums for mums with a perinatal mental health problem. The course was designed with three principles in mind; managing the everyday, dispelling myths and nurture me. The postholder will be responsible for recruiting and assessing women for the training, delivering the training and building continuing peer support and connecting women to further community support.

Our project will be delivered in partnership with Home Start Mcr who will offer one-to-one support to women through their volunteer model. The role entails: delivering a set course to a number of groups of no more than eight women and one session for their key supporters, taking referrals (from self-referred women and others such as health visitors) and liaising with local stakeholders to ensure that the course is advertised widely and suitably.

Main Duties

1. To be responsible for a client caseload of Mums Matter participants.
2. To set-up, develop and facilitate a group of women with post-natal mental health problems and deliver a predetermined course.
3. To work closely and collaboratively with Home Start Mcr to ensure clear referral pathways are developed into the partnership.
4. To work with women to help remove the isolation and dispel the myths of motherhood.
5. To provide a safe, therapeutically led and supportive environment for mums struggling to cope with motherhood.
6. To provide a place to share feelings whilst focussing on self-care topics, incorporating practical tools such as meditations and breathing techniques.
7. To facilitate bonding between group members to create a support network going forward.
8. To provide additional support for participants as well as being able to uphold safeguarding procedures.
9. To follow a set programme including referring people to higher levels of intervention when required.
10. To accurately and efficiently manage all administration processes.
11. To build and maintain positive relationships with key stakeholders and to promote/publicise the service.
12. To maintain all required records of clients to support the running of this project.
13. To work as part of the organisation's team and independently within community settings.

14. To recruit and support volunteers to support training delivery.
15. To recruit and support volunteers to support facilitation of peer support.
16. Represent Manchester Mind in multi-agency settings if required.
17. To collect and monitor agreed data in order to evaluate the project.
18. To collect stories to illustrate the impact of the project on women and their families.

General Responsibilities

1. Be responsible for personal and professional development, attend regular supervisions along with an annual appraisal.
2. Attend appropriate training activities as agreed with the Service Manager.
3. Work within Manchester Mind's policies and procedures.
4. Ensure data is managed in compliance with General Data Protection Regulations.
5. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.
6. To carry out any other duties required to ensure successful delivery of this project.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless otherwise stated.

Knowledge and Experience

- Experience of developing kind relationships to create a sense of belonging.
- Experience of working with people who have lived experience of mental health and/or perinatal mental health problems and an understanding of how that affects individuals and their families.
- Experience of supporting volunteers in a way which recognises and develops potential.
- Experience of developing and delivering training.
- Experience of developing and enabling peer support.

Skills and Personal Qualities

- Ability to work collaboratively – generously sharing resources, skills and talents.
- Clear and meaningful communication skills, the ability to listen and enable people to feel heard, accepted and understood.
- Good IT skills, sufficient for producing reports/presentations, and for monitoring purposes.
- Ability to work in a strengths-based way that recognises the potential for individuals to develop and enable resilience.

