



Job Description and Person Specification

Position: **Community Engagement Team Leader**
Salary: **£25,991**
Hours: **35 hours per week**
Fixed-term project 12 months

Job Description

Summary of Main Duties and Responsibilities

Physical health and mental health are inextricably linked. The purpose of this service is to provide additional support to people with mental health issues within primary care in order to improve physical health outcomes. This support will enable people to access physical health checks, receive longer term support to address some of the barriers to improving physical health and it will also enable people to feel more confident in accessing community support to assist with longer term positive outcomes around good physical health.

Working across the Greater Manchester Mental Health Trust footprint of Manchester, Trafford, Salford, Bolton and Wigan there will be a team of 12 community engagement workers supported by the two team leaders who will focus on setting up and developing the service, carrying a small case load whilst supporting staff, relationship building within communities and ensuring monitoring and evaluation information is collected and reported to the Community Engagement Team Manager. The team will work collaboratively and create a sense of belonging where people feel able to contribute.

Main Duties

1. Contribute to the development of the project, with a view to ensuring it progresses in a trauma informed way.
2. Carry a small caseload.
3. Ensure that there is a supportive, warm and welcoming route into and out of the service.
4. Supervise the six community engagement staff in one of the two teams in a way that is supportive and enables development.
5. Get to know and build relationships with people who are on the areas in which you have responsibility including Primary Care, VCSE, and Community Mental Health Teams.
6. Ensure consistent delivery of the service across the GMMH footprint.
7. Log and share learning across the team and with commissioners.
8. Raise any emerging or emergency concerns with the Community Engagement Team Manager.
9. Develop and deliver ways of promoting and embedding the service within existing pathways.
10. Develop ways of increasing the number of people who receive physical health checks
11. Develop ways of ensuring people have ways of receiving ongoing support when needed
12. Work within communities and Primary Care to find out what services are available for people to access.
13. Support people in connecting to other services in both VCSE and Primary Care.
14. Provide spaces where people can drop-in and receive informal peer support and raise any concerns they have.
15. Alert relevant staff if there are any concerns that have not already been identified.

16. Identify and organise training if required for people wanting to get involved in volunteering.
17. Identify additional needs that people have and to highlight them to Manchester Mind with a view to sharing them with Greater Manchester Mental Health Trust.
18. Input data into Manchester Mind database.
19. Produce quarterly reports for Manchester Mind's Board of Trustees and commissioners of the service.

General Responsibilities

1. Be responsible for personal and professional development, including attending regular supervisions and an annual appraisal.
2. Attend appropriate training activities as agreed with the CEO.
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 are respected for their contribution in terms of experience, knowledge and skills.
6. Ensure safeguarding policies and procedures are adhered to.
7. 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 supervising staff and/or volunteers in a supportive and collaborative way.
- Experience of taking the lead and contributing to developing projects.
- Experience of developing kind relationships to create a sense of belonging.
- Experience of working with people who have lived experience of mental health.
- Lived experience of mental health issues. (DESIRABLE)
- Experience of involving people in the development of services and support.
- Good understanding/awareness of the links between the links between mental and physical health and of the barriers that exist for people in accessing 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.
- Ability to follow safeguarding processes.

