



## Job Description & Person Specification

Position:	<b>Mums Matter Co-ordinator</b>
Salary:	<b>£27,852</b>
Hours:	<b>35 hours per week</b>
	<b>Fixed-term project 12 months</b>
Reporting to:	<b>Community Service Manager</b>
Location:	<b>Across Manchester – based at home, Zion centre, community</b>

### Job Description

#### Summary of Main Duties and Responsibilities

We believe in the power of listening and being heard, that everyone deserves to be supported in their mental health needs and that we have a part to play in that. Mums Matter is a project for post-natal mums who are struggling with their mental health. The project provides support at the right time to improve wellbeing and the ability to cope with the challenges of motherhood and involves 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 post-holder will be responsible for planning and advertising the courses, taking referrals from professionals, speaking to women to prepare for the course, delivering and evaluating the training face-to-face and online then establishing peer support forums connecting women to ongoing support afterwards.

Our project will be delivered across Manchester complimenting other statutory and voluntary services available for parents and children to enable mums to feel more able to engage with services. The project will be delivered by developing kind relationships that lead to people feeling accepted, understood and able to contribute.

#### Main Duties

1. To be responsible for a caseload of Mums Matter participants.
2. To support women with post-natal mental health problems to deliver 1:1 support and group work, including a 6-week course incorporating practical tools such as meditations and breathing techniques.
3. Support women to develop peer support networks and provide a place to share feelings whilst focussing on self-care topics.
4. To recruit, train and support volunteers to support training delivery and facilitation of peer support groups.
5. To work closely and collaboratively with statutory services to ensure clear referral pathways are developed.

6. To provide a safe, therapeutically led and supportive environment for mums struggling to cope with motherhood.
7. To provide additional 1:1 support for participants as well as being able to uphold safeguarding procedures and onward referrals as needed.
8. To build and maintain positive relationships with key stakeholders and to promote/publicise the service.
9. To maintain all required records and admin to support the running of this project.
10. To work flexibly and adapt delivery dependent on individual and sector needs.
11. To work as part of the organisation's community services team and independently within community settings.
12. Represent Manchester Mind in multi-agency settings if required.
13. To collect, monitor and report agreed data and stories in order to evaluate and show impact of the project.

### **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 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.
- Experience of leading, working in and demonstrating the impact of a project.
- Lived experience of perinatal mental health problems (DESIRABLE)

## 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.
- Ability to create a sense of belonging through development of kind relationships that lead to people feeling accepted and able to contribute.
- Ability to work in a strengths-based way that recognises the potential for individuals to develop and enable resilience.
- Good IT skills, sufficient for producing reports/presentations.

