

Activity & Inclusion Coordinator

May 2022

Activity & Inclusion Coordinator

Dear Applicant,

Thank you for applying for the post of **Activity & Inclusion Coordinator** with Mind in Kingston. Below you will find further details about the post, including a job description and person specification, and also how to apply.

About Mind in Kingston

**We are Mind in Kingston. We fight for mental health.
For support. For respect. For you.**

Mind in Kingston is a user-led registered charity that supports people with mental health issues with a wide range of services in and around Kingston Upon Thames. Founded in 1972, the charity is user-led and offers recovery-focused services, campaigns on mental health issues, engages widely with beneficiaries and works with the local community to reduce stigma and discrimination.

Mind in Kingston is an independently funded charity affiliated to national Mind, and a partner of Southwest London Minds, and a member of Mind in London.

As a lead organisation for mental health in the Borough of Kingston upon Thames, we work with beneficiaries, stakeholders, partners, funders and commissioners to meet the needs of people with mental health issues, their families, carers and friends in the borough and beyond.

Our team is passionate about improving mental health and wellbeing, often due to their own experiences whether personal or professional. We offer our team a safe and non-judgemental space to work, encourage their participation in the development of our charity, and have a strong ethos of openness, diversity equality, dignity, respect and inclusion for all.

Working in mental health is challenging, particularly as the ongoing COVID pandemic has increased pressure on our services and our team. However, our work also has a positive impact and is rewarding and fulfilling. We offer all members on our team individual and joint support and supervision, training and development opportunities, opportunities for progression within the charity and we arrange social events to support team cohesion.

OUR VISION AND MISSION STATEMENT

Our Vision:

We won't give up until everyone experiencing a mental health problem gets both support and respect.

Our Mission:

- Our mission is to advance the views, needs and ambitions of people with mental health problems and to challenge discrimination and promote inclusion.
- We will influence policy and promote equal rights through campaigning and education.
- We strive to develop innovative quality services which reflect expressed need and diversity.
- In all our work we promote our vision and core values.

Our Aims:

Our overall aim is to improve the mental health of people in and around the Borough of Kingston upon Thames by providing a range of services that offer support, advice, information and signposting. We also promote better understanding and raise awareness of mental health issues, as well as reduce stigma.

We do this by:

Empowering: Enable people to make informed choices about their lives

Improving services and support: Involve people to have their say, be involved or lead initiatives that improve the quality of lives of those experiencing, recovering or at risk of mental health problems

Acceptance: Enable people to cope with, manage and improve their own mental health and allow them to be themselves

Enabling Social Participation: Provide access to fulfilling activities and valued roles in their community

Trusted Networks: Provide safe and trusted services when people are most vulnerable

Removing Inequality of Opportunity: Improve awareness and understanding of mental health needs in the borough

Values:

Open - We reach out to anyone who needs us

Together - We're stronger in partnerships

Responsive - We listen, we act

Independent - We speak out fearlessly

Unstoppable - We never give up



We strongly believe in involving our beneficiaries in our services and adhere to these principles in all our work. Beneficiaries:

- Are involved in the development, delivery and improvement of our services
- Are treated with respect and dignity
- Have their strengths, as well as needs, acknowledged
- Receive support in determining their choice of services
- Are treated fairly and without discrimination

In addition, the following principles underpin all our work:

Autonomy: both for the charity which is independent and for those who use our services that we respect 'self-governance'

Equality: Embracing diversity and ensuring equality of opportunity for all

Knowledge: for service users to make informed choices and the charity to offer sound and up to date information as well as informing decision makers on many areas relating to mental health and what service users want and experience

Active participation: recognising, supporting and using the skills of people with lived experience of mental health needs

Respect: working with an empathetic, non-judgemental and a person-centred approach to deliver services

For further information about the charity, please visit www.mindinkingston.org.uk.



About the Activity & Inclusion Coordinator Post:

Hours: 28 hours per week (4 days)

Salary: £25,000 pro rata

Pension: 3% pension contributions

Base: Kingston upon Thames

Closing date: 21/06/2022

Mind in Kingston has grown significantly over the last few years, increasing its income, and expanding its team as well as its range and provision. This includes the development of more inclusive and accessible activities that are delivered in the community as well as remotely.

As part of this development, we have an opening for an Activity & Inclusion Coordinator to take this work forward and oversee our activity offer.

This post will underpin our aim of supporting people to achieve better mental health through physical, creative and social activities that are free and open to all.

We are looking for a highly motivated individual with experience of supporting people's mental health and wellbeing, who wants to achieve the best outcome for the people they support.

You will have experience of delivering community-based activities, and be passionate about providing safe, non-judgemental and non-stigmatising activities where our beneficiaries are treated equally, fairly and with compassion.

You will join a friendly, dedicated team that is passionate about mental health and supporting people with mental health issues in their own community, and you will have access to training, development opportunities and wellbeing support.

Please note all roles are subject to funding.



To apply:

To apply, please send us:

- a completed application form and Equality Monitoring form, ensuring you include a supporting statement of no more than 3 sides of A4. We highly recommend you refer to the Job Description & Person Specification in the Application Pack to evidence any relevant skills and experience.
- details of two referees, one who must be your current employer (if you are currently not employed, you can use your most recent employer)

Please send your application form, Equality Monitoring form and references to:

Rachel Dykins, Director of Development
Mind in Kingston
Siddeley House
50 Canbury Park Road
Kingston upon Thames, KT2 6LX

or email to: racheldykins@mindinkingston.org.uk.

Job Description

TITLE: Activity & Inclusion Coordinator
HOURS: 28 (4 days) per week.
BASE: Mind in Kingston office, Siddeley House, Canbury Park Road, Kingston upon Thames KT2 6LX.
RESPONSIBLE TO: Director of Development

AIMS OF THE ROLE:

- To oversee the running and delivery of community-based and virtual activities, with an emphasis on physical activities such as walking, jogging, gardening, yoga and football
- To support the development of community-based and virtual activities, with fundraising and funding bids
- To ensure that equality and diversity are embedded throughout these activities
- To work with the Director of Development and participants to develop new community activities

Main Duties and Responsibilities:

- To run a range of physical and other activities (community-based and virtual) that support the mental wellbeing of people with mental health issues
- To line manage volunteers that support the activities including providing regular supervision
- To provide mental health support, advice and information and ensure that participants are referred to appropriate services and other support
- To support people to attend by providing equipment, childcare options, travel vouchers and other opportunities
- To promote good mental health practice, and actively work to reduce mental health stigma and discrimination
- To develop fundraising activities with participants and supporters to ensure that the activities have adequate funding in place
- To work in line with Mind in Kingston's Equality, Diversity and Inclusion plan and ensure that the activities encourage participation and involvement of everyone in the borough

- To collect monitoring and evaluation data and ensure that activities stay on track and achieve their outcomes
- To liaise with the project funders and supporters, and report back regularly on progress
- Together with the Director of Development, support the activities' development and sustainability by applying for additional funding or income
- To work within Mind in Kingston's policies and procedures and Mind in Kingston's Strategy
- To attend internal and external meetings as directed, and report on progress
- To attend regular supervision with the Director of Development, and attend training as required
- To be able to travel around the borough to attend meetings
- To occasionally work in the evenings
- To carry out any other reasonable duties in relation to the post

Person Specification

Attributes	Essential	Desirable	How Evidenced
<p>Experience</p> <ul style="list-style-type: none"> • Experience of running community-based projects or activities • Recruiting and line managing volunteers • Developing fundraising activities • Experience of working with service users • Knowledge of mental health (either professionally or personally) • Knowledge/ awareness of local voluntary sector, particularly in relation to mental health services 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>A/I</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Mental Health Support Worker, or equivalent qualification • Degree level qualification 	<p>✓</p>	<p>✓</p>	<p>A/E</p>
<p>Specialist Skills/ Ability/ Knowledge</p> <ul style="list-style-type: none"> • IT proficient particularly within Microsoft 365 environment and video platforms • Ability to prioritise effectively and delegate tasks • Proven time management capability • Ability to work to tight deadlines • Monitoring and Evaluation 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>A/I</p>

<p>Communication</p> <ul style="list-style-type: none"> • High level communication skills (written and oral) • Ability to communicate with a varied audience • Awareness of and ability to engage effectively with Kingston’s diverse community • Ability to work on own initiative as well as part of the team 	<p>✓ ✓ ✓</p>	<p>✓</p>	<p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to manage an extensive workload with tight deadlines • Self-motivator/starter with a can-do attitude • Flexible and adaptable • Positive attitude to mental health • Energetic, enthusiastic outcome-focused attitude and approach. 	<p>✓ ✓ ✓ ✓ ✓</p>		<p>A/I</p>
<p>Prior to Appointment <i>All posts:</i></p> <ul style="list-style-type: none"> • <i>DBS Check</i> • <i>Employment References</i> • <i>Right to Work in the UK</i> 	<p>✓ ✓ ✓</p>		<p>R/E</p>

Key

A = Application Form

I = Interview

R = References

E = Evidence/Certificates

I have read and understood the Job Description, Person Specification and Indicators required for my role and agree to fulfil the requirements of this role.

Name and signed by Employee:		Date:	
Name and signed by Manager:		Date:	