

Interim Outreach Officer

September, 2023

Interim Outreach Officer

Dear Applicant,

Thank you for applying for the post of **Interim Outreach Officer** 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 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.

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, management 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 Interim Outreach Officer Post:

Hours: 14 hours per week (2 days)

Salary: £26,244 (FTE) pro rata (£10,498 for 14 hrs/ 2days)

Pension: 3% pension contributions

Base: Mind in Kingston Office/ Kingston upon Thames Community/ Hybrid

Closing date: 13/10/2023

Mind in Kingston (MiK) is seeking a dedicated and proactive Interim Outreach Officer to join our team on a short-term basis.

The Interim Outreach Coordinator is responsible for enhancing MiK's presence in the local community through events, stalls and stakeholder meetings, and to increase awareness of MiK's mission and services.

Additionally, this role supports our outreach efforts to connect with and support marginalised or underrepresented groups, including young people, individuals impacted by poverty, and those from racialised communities.

You will be an outgoing, confident person who has experience of meeting with a wide variety of people and groups, and who is excellent at making positive connections with organisations and groups, as well as individuals. You will be aware of the challenges of reaching out to different communities and be sensitive to the needs of people from varied backgrounds.

Working collaboratively with the wider team, you will contribute to the promotion of our activities, and monitor and evaluate the impact and effectiveness of our outreach initiatives.

This role is offered for six months initially.

You will join a friendly, dedicated team that works hard to support people with mental health issues in their own community, and you will have access to extensive training and development opportunities, and holistic support.

Please note all roles are subject to funding.

To apply:

To apply, please download the application form [here](#) and send it to Rianne Eimers, CEO at rienne@mindinkingston.org.uk, or post it to:

Mind in Kingston
Siddeley House
50 Canbury Park Road
Kingston upon Thames, KT2 6LX

Job Description

TITLE:	Interim Outreach Officer
HOURS:	14 hours per week (21 days)
SALARY:	£
BASE:	Mind in Kingston Office, Kingston upon Thames Community/ Hybrid
RESPONSIBLE TO:	Chief Executive Officer

Main Responsibilities:

Increase Mind in Kingston's presence in the local community:

- Organise and support our events, stalls, and community engagements to effectively showcase MiK's mission and services.
- Work flexibly to promote our mental health initiatives and support services more widely, in partnership with other local stakeholders
- Collaborate with other staff and volunteers, local partners, businesses, and community organisations to expand MiK's reach and impact.

Support our outreach to marginalised or underrepresented groups:

- Support the wider team to build positive and authentic relationships with marginalised and underrepresented groups locally, ensuring active inclusivity and cultural sensitivity.
- Establish and maintain positive relationships with local community leaders, organisations, and stakeholders to facilitate impactful outreach initiatives.

Collaborate with our Communications Officer for wider promotion:

- Work closely with the interim Communications Officer and Engagement Coordinator to evaluate the effectiveness of our outreach materials and campaigns.
- Monitor and analyse our community outreach efforts' effectiveness, provide brief reports to evaluate impact and suggest improvements.

Person Specification

(E) = Essential, (D) = Desirable

Experience and Knowledge

- Experience of community outreach: proven track record of working in community outreach roles, either paid or voluntary. (E)
- Experience of delivering presentations to diverse stakeholder groups and coordinating small-scale events or stalls (E)
- Understanding of mental health: familiarity with mental health issues, challenges, and available support services both locally and nationally. (E)
- Knowledge of local community: a comprehensive understanding of the local community's dynamics, needs, and resources. Existing knowledge of community networks, organisations, and key stakeholders will help in identifying outreach opportunities and potential collaborations (D)

Skills and Attitudes

- Strong verbal and written communication skills are vital for this role. The coordinator must be able to communicate MiK's mission, values, and mental health support services clearly and convincingly to various audiences, including community members, partners, and stakeholders. (E)
- High levels of empathy and cultural sensitivity to connect effectively with individuals from diverse backgrounds and foster positive relationships with diverse community groups. (E)
- Proficiency in event planning and coordination to organise successful community events and stalls. The ideal candidate will be detail-oriented; able to manage logistics and time pressures to ensure that events are well-coordinated and impactful. (D)
- Strong teamwork skills to collaborate positively with volunteers, team members, community leaders, and other organisations (E)
- Ability to adapt and problem solve, identifying barriers to engagement and developing innovative solutions to increase awareness based on the needs of the local community (D)
- Commitment to addressing mental health inequalities and promoting well-being in the community. (E)

- Ability to work on your own initiative and as part of a team in a busy and varied role (E)
- Willingness to attend Mind in Kingston meetings, training and development opportunities (E)
- Able to undertake regular travel within the London Borough of Kingston (E)
- Willingness to work flexibly to meet the outreach needs of the organisation and attend occasional evening or weekend events (D)
- Willingness to undergo an enhanced DBS check (E)

I understand the competencies/ 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:	



Mind in Kingston

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W: www.mindinkingston.org.uk

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