

Job Description:

Social Inclusion Project Worker



Job Description

Job Title:	Social Inclusion Project Worker
Grade & Salary:	WM4(sc4) SP22 £24,218.00 Pro rata – 2 days per week £9,687.20
Hours of work:	37.5 hours
Accountable to:	Wellbeing Hub Manager
Functional Responsibility:	User engagement and recovery
Job Purpose:	To work with and co-produce service users journeys through appropriate services, and facilitate their growth and recovery, ensuring all monitoring and other statutory and funding requirements are met

Main Responsibilities

Central to this role is empowering service user led initiatives. You'll identify leadership roles and opportunities for them to lead on projects and group delivery.

- To ensure that service users voices are heard, you'll hold weekly meetings:
 - Tracking group attendance.
 - Ensuring service users experiences is documented to identify what is working well and what is not.
 - Reporting and typing up minutes to feedback to service users.
- Delivering workshops.
- To be actively involved in taking lead roles, planning, and reporting on wellbeing events held at the Tooting Hub.
- To provide flexible and responsive support, based on the needs and aspirations of service users that promote social inclusion and recovery.
- To carry out person centred assessments and manage a caseload of clients.
- To support people with mental health problems on their recovery journey.
- To work with service users to identify goals and how to achieve them.
- To work with service users to facilitate access to appropriate services to progress their growth and recovery.

- Initiate, develop, execute, and supervise activities as required at the Tooting Hub.
- Review and reflect the recovery journey with the service users using the Mental Health measuring tools required.
- To assist in developing community links and partnerships with other agencies.
- Liaise with Care Coordinators and other professionals to ensure service users experience a joined-up service.
- To recruit and supervise volunteers, obtaining DBS clearance, references and providing induction and support.
- To ensure records are maintained and updated within the guideline of the appropriate policies.
- To ensure that all staff are aware of, and follow the procedures of, Brent, Wandsworth, and Westminster Mind's Safeguarding of Vulnerable Adults.
- To comply with all policies and procedures instituted by Brent, Wandsworth and Westminster Mind and participate as an active member of the Wandsworth community.
- Assist in the general day-to-day office duties as directed.
- Any other tasks commensurate with the grade.

Person Specification

Element	Description	Essential/ desirable (E/D)
Qualifications	Degree qualification or equivalent in mental health, social care, volunteering, or a related field	E
Experience	Experience working within a mental health setting	E
	Experience of providing advice, guidance, and training to others	E
	Experience of delivering presentations and marketing services	E
	Experience of networking and liaising with referrers and community-based organisations	E
Knowledge/ Skills	Demonstrable experience of developing innovative ways to promote services	E
	Excellent written and oral communication skills	E
	Intermediate MS Office skills (including Word, Excel and PowerPoint); ability to use database systems	E
	Ability to carry out quantitative and qualitative data analysis for reporting purposes	E
	Ability to work within a fixed budget	E

