



## Job Description

<b>Job Title:</b>	<b>Wellbeing Coordinator – Heywood Neighbourhood Trailblazer</b>
<b>Grade:</b>	The Salary is £17,784.00 per annum (actual salary)
<b>Contract:</b>	This is a pilot service for an initial period of twelve months from May 2025.
<b>Immediate Supervisor:</b>	Head of Operations
<b>Hours of Duty:</b>	25 hours per week in accordance with service requirement.
<b>Location:</b>	Primarily based within Heywood and Rochdale Borough Council (One Riverside) with a potential for travel within the Borough as required.
<b>Staff Benefits:</b>	<p>25 Days Annual Leave pro rata for 25 hours, rising with extended service to 32 days per year, plus statutory bank holidays pro rata</p> <p>Auto-enrolment Pension scheme with 3% contribution from the organisation</p> <p>Within reason, we offer Flexible working arrangements to help balance work and personal commitments.</p> <p>We offer ongoing training and development opportunities</p> <p>We are committed to providing wellbeing opportunities in support of staff, including an Employee Assistance Programme.</p>
<b>Any Special Conditions of Service:</b>	<p>All service delivery will model the belief that we all have the potential to make positive change and to lead meaningful and purposeful lives.</p> <p>All staff will contribute to the ongoing development of an ambitious and inspirational culture and provide hope, empowerment and choices that support individuals to thrive and reach their full potential.</p>

To support this we embrace our values of:

**Open** – We reach out to anyone who needs us.

**Together** – We are stronger in partnerships.

**Responsive** – We listen, we act.

**Independent** – We speak out fearlessly.

**Unstoppable** – We never give up.

## **Summary of Main Duties and Objectives of the Job:**

The Wellbeing Co-ordinator will work in collaboration with neighbourhood teams and community partners. This is a new pilot service as part of the Greater Manchester Economic Inactivity Trailblazer initiative in conjunction with the Work and Skills team at Rochdale Borough Council.

The role will be working closely with the neighbourhood teams, playing a crucial role in supporting people with their mental health and overall wellbeing as part of a wider health and skills support offer.

1. The postholder will work alongside the Neighbourhood Teams and Community Partners in Heywood, to provide mental health & wellbeing assessments, reviews, support groups and one to one support for people open to the trailblazer initiative.
2. To support individuals in developing their own Wellbeing plan by identifying and accessing services to meet their needs. To achieve positive outcomes by supporting personal development, building goals and aspirations and where appropriate moving onto mainstream service/activities in support of positive outcomes.
3. To implement Wellbeing based outcome tools such as the WEMWBS and Family & Friends or others as agreed with the Work and Skills team.
4. To accurately record and maintain notes in accordance with the requirements of external funders, agencies, quality systems and policy requirements.
5. To liaise closely with staff from the neighbourhood teams in order to provide mental health & wellbeing support as part of the wider support offer for people open to the initiative.
6. To work effectively with staff from other services, elected members, health organisations, and voluntary and statutory agencies. To provide help and

advice about additional services so that individuals have a full appreciation of the services available within the borough and their locality.

7. To contribute effectively to all meetings and forums
8. To work as part of a diverse team, involving immediate colleagues and others from within the organisation. To establish effective boundaries, communication, and working relationships with service users based on the achievement of agreed objectives.

## **Responsibilities:**

1. Be responsible for own safety and welfare in accordance with the Health and Safety Policies of the organisation for service users and volunteers, under the direction of your line manager.
2. To undertake training and other learning opportunities as required and take a shared responsibility for personal development.
3. To work within our policies and procedures for maintaining safeguarding principles whilst working with service users, volunteers and staff, with support from your line manager and the Designated Safeguarding Lead.
4. To maintain an up to date work plan and to regularly meet with line manager for supervisions, appraisals and reviews as necessary
5. To undertake any duties and responsibilities of an equivalent nature, as may be determined by the CEO from time to time in agreement with the post holder and after consultation.

## **General principles for all Mind staff:**

1. To promote the empowerment of people who experience mental health and emotional wellbeing issues and to help them speak out.
2. To support the active participation of mental health and emotional wellbeing service users in the services they receive.
3. To practice anti-discriminatory behaviour and to adhere to Rochdale and District Mind's objectives and policies in the delivery of all its services.

These responsibilities are subject to annual review and may need to be adjusted in line with service developments.

Prepared by	Katie Howard-Spink	Date	13/05/2025
Agreed by Post holder	_____	Date	_____
Supervisor	_____	Date	_____
Chief Officer	_____	Date	_____