



# Mind Rochdale and District

## Person Specification

**Post:** Wellbeing Coordinator (Wellbeing Activities and Groups)

**Location:** Rochdale, Middleton & Heywood

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you **must** show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria. The How Identified column shows how we will obtain the necessary information about you. If the How Identified column says the **Application Form** next to an Essential Criteria or a Desirable Criteria, you **must** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

Qualifications and Experience			
Essential Criteria	How Identified	Desirable Criteria	How Identified
Excellent project management skills, with a track record of delivering excellent performance against agreed targets and objectives.	Application form, interview	Experience/ understanding of mental health and emotional wellbeing.	Application form, interview
Experience of developing and delivering services.	Application form, interview	Experience of working on community-based interventions.	Application form, interview
Experience and understanding of the importance of evaluation.	Application form, interview	Experience of working with and supervising volunteers.	Application form, interview
Knowledge of the local health and social care organisations.	Application form, interview		
Knowledge of how groups work	Application form, interview		

<p>Experience of working in a support role with people with mental health problems.</p> <p>A track record of work that reaches diverse communities.</p> <p>Knowledge of Asset Based Community Development (ABCD) principles, and how they could contribute to the sustainability of the programme.</p> <p>Experience of developing action plans and designing learning materials for participants.</p>	<p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p>		
<b>Skills and Abilities</b>			
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How Identified</b>
<p>A positive attitude and a commitment to provide stimulating, quality activities and social events.</p> <p>Ability to work with people from diverse backgrounds.</p> <p>Experience of group facilitation and working on a one-to-one basis.</p> <p>Good communication and networking skills.</p> <p>Ability to organise sport/physical activities and deliver awareness raising sessions and organise events.</p> <p>Understand barriers and challenges that may</p>	<p>Interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p> <p>Application form, interview</p>	<p>Ability to recruit and develop volunteers to deliver funded projects.</p> <p>Understanding of Health &amp; Safety issues in regard to the provision of physical activities programmes, and risk assessments.</p>	<p>Application form, interview</p> <p>Application form, interview</p>

face that prevent or restrict their full participation and how to overcome them.			
<b>Personal Qualities</b>			
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How Identified</b>
The ability to form positive relationships with colleagues, clients, and outside agencies.	Application form, interview		
Ability to work alone as well as part of a wider team to promote harmonious working relationships.	Application form, interview		
<b>Special Working Conditions</b>			
<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How Identified</b>
Preparedness to work flexibly, as negotiated.	Application form, interview		
Will be required to undertake some travelling which would be reimbursed in accordance with local terms and conditions.	Application form, interview		
Demonstrate a commitment to equality and diversity and anti-discriminatory practise.	Application form, interview		