



## Job Description

**Job Title:** Wellbeing Coordinator (Group Facilitator)  
– Activities Groups Programme

**Immediate Supervisor** Wellbeing Groups & Activities Programme  
Lead

**Hours of Duty:** 35 hours per week with some evening  
work  
1 x 35 hours role  
1 x 17.5 hours role

**Location:** Heywood, Middleton, and Rochdale  
localities.

**Staff benefits:**  
  
FTE Salary £23,965  
17.5 - 35 hours considered

### Fixed Term Contract

25 Days Annual Leave, rising with extended service to 32 days per year, plus statutory bank holidays pro rata  
Within reason, we offer Hybrid and Flexible working arrangements to help balance work and personal commitments.  
We offer ongoing training and development opportunities  
We are committed to providing wellbeing opportunities in support of staff, including an Employee Assistance Programme.

All service delivery will model the belief that we all have the potential to make positive change and to lead meaningful and purposeful lives.

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

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 Coordinator (Groups Facilitator) will be responsible for the coordination and delivery of group activities that promote social interaction and mental well-being across the Pennines, Middleton, Rochdale, and Heywood areas. This role involves developing and facilitating a diverse programme of group sessions, working collaboratively with stakeholders including RDM staff, individuals with lived experience, and community partners. The postholder will also provide individual keyworker support and explore innovative ways to increase accessibility, including the feasibility of online group work.

## **Responsibilities:**

1. Develop, coordinate and maintain a regular schedule of group activities that promote mental health, wellbeing and social inclusion
2. Facilitate inclusive and engaging group sessions tailored to the needs of participants
3. Explore and pilot online group sessions to improve accessibility for those facing barriers such as travel or childcare
4. Work closely with volunteers and the Volunteer Coordinator to support the delivery of group and one-to-one wellbeing activities
5. Provide one-to-one keyworker support to a caseload of group participants, helping them to identify and achieve personal wellbeing goals

6. Guide individuals in developing their own wellbeing plans and using outcome tools to track progress
7. Signpost participants to appropriate move-on opportunities, including volunteering, training and employment
8. Manage and regularly review individual progress, maintaining a person-centred approach
9. Liaise with colleagues and external partners to ensure a joined-up, wraparound support offer
10. Maintain accurate and confidential records of attendance, feedback and outcomes in line with organisational and funder requirements
11. Contribute to service reports and evaluations to demonstrate impact and inform future development
12. Build and maintain strong relationships with service users, internal teams and community partners
13. Involve people with lived experience in the planning, delivery and evaluation of group activities
14. Support the promotion and engagement of colleagues in the Diversity & Wellbeing programme
15. Ensure compliance with Rochdale and District Mind's policies, procedures and statutory requirements
16. Take responsibility for personal health and safety and contribute to a safe environment for service users
17. Participate in team meetings, forums, supervision and staff development activities
18. Undertake training and continuous professional development as required
19. Support the organisation's commitment to service user involvement and feedback
20. Carry out any other duties appropriate to the role, as agreed with the CEO or line manager

## **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:	_____	Date	_____
Agreed by Post holder	_____	Date	_____
Supervisor	_____	Date	_____
Chief Officer	_____	Date	_____