



Job Description

Job Title:	Wellbeing Coordinator Maternity Leave cover starting January 2027
Salary:	£18437.00 per annum
Immediate Supervisor:	Lived Experience Manager
Hours of Duty:	25 hours per week in accordance with service requirement. This may include working across multiple sites
Location:	The Borough of Rochdale
Staff Benefits:	25 Days Annual Leave, rising with extended service to 32 days per year, plus statutory bank holidays pro rata Auto-enrolment Pension scheme with 3% contribution from the organisation Within reason, we offer 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.
Any Special Conditions of Service:	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:

At Rochdale and District Mind, a Wellbeing Coordinator is there to provide ongoing support to individuals' personal development in identifying and accessing services to meet their needs. Their aim is to achieve positive outcomes by supporting personal development, building goals and aspirations and where appropriate, moving onto mainstream service/activities.

1. To provide mental health & wellbeing assessments, reviews, support groups and one to one support. This role will have a specialism in one or more of the following: substance, self-harm, suicide risk, managing difficult emotions, domestic abuse, housing, debt and benefits or similar.
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.
3. To implement Wellbeing based outcome tools such as the WEMWBS, PHQ & GAD or others as required.
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 other staff and volunteers to ensure a joined up, holistic approach is maintained for the individual.
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.
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	Catherine Turner	Date	30 th September 2026
Agreed by Post holder	_____	Date	_____
Supervisor	_____	Date	_____
Chief Officer	_____	Date	_____