



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Mental Health Coordinator (fixed term maternity cover, term time only over 40 weeks)

Ref: VBSS22.95

1. The Appointment

The Early Intervention Team forms part of the Student Welfare Department.

The Mental Health Coordinator will develop and deliver high quality work with students and staff through an agreed programme of support that facilitates their participation in current issues and decision making by creating opportunities for their personal, social and educational development whilst enabling them to reach their full potential. The coordinator would work across the college to deliver a mental health strategy that enables students to build resilience and achieve success in life.

The post does not carry a specific caseload of students but would offer support and advice across the whole college.

They would take the lead on delivering mental health related tutorial sessions, such as:

- What is mental health
- Anxiety awareness
- Overcoming stress
- Building resilience
- Promoting a health lifestyle

They will also ensure consistent cover within the Welfare Centre, work with external agencies such as Notts Healthcare Trust, Harmless, Tomorrow Project amongst others to plan and deliver a comprehensive package of coping strategy workshops for students and staff. They will be tasked with the development of peer support networks and sessions across the college for example LACs, LGBT+, Young Carers, Mental health who will then be able to support in the co-deliver of mental health awareness across college.

Ideally they will already be a certified mental health first aid facilitator and deliver training to teaching and support staff across the college, if they do not already hold such a qualification the post-holder would agree to undertake the certified training to enable them to deliver a suite of mental health awareness and mental health first aid training to staff across the college.

It is essential for this role to have excellent motivational, assertiveness skills and communication skills at all levels in order to ensure supported students make positive progress in a timely fashion.

It is also essential you have sound administrative, organisational skills and a flexible, adaptable and positive attitude; with a good general education, experience of using databases, processing information and creating regular reports. An IT qualification is also preferable.

Experience of working with young people/adults in a support situation is essential.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) Work with the early intervention coordinator, welfare manager and vice principal on the delivery of a proactive and forward thinking mental health strategy for the college.
- b) Develop the welfare centre further and to ensure that Station Park and Oddicroft Lane are able to benefit from 'pop up' welfare centres on their campus.
- c) Have the ability to build positive and sustainable relationships with students by using the core principals of youth work (participation, understanding of others and exploring values and beliefs).
- d) Have responsibility for the following areas
 - a. Developing and training student in a peer mentoring programme
 - b. Positively promote the wellbeing agenda across all the college including coordinating and delivering of events, mental health and wellbeing tutorials / awareness sessions
- e) Have a clear understanding and ability of how to support all students with mental health concerns.
- f) To deliver staff training and development in mental health awareness and mental health first aid.
- g) Be able to offer support to **ALL** college students.
- h) To work collaboratively with other teams in college, in particular the support coaches, behaviour coaches and the safeguarding team. This may from time to time involve supporting them with cases. This may take the form of assisting in welfare checks or sitting in on meetings with supported students, or handling follow up referrals from the safeguarding team for specialist support, such as counselling.
- i) As lead specialist for mental health services in college the Mental Health Coordinator will need to maintain up to date knowledge of legislation, trends, local developments as well as developing a variety of support resource specific to their speciality area.
- j) To deliver bespoke group work sessions and awareness events to support the development of softer skills with students when needed.
- k) To liaise with internal and external stakeholders in order to build positive partnerships to enhance the support/services offered to students.
- l) To maintain strict confidentiality and discretion at all times.
- m) To support college enrolment, induction and other events when required to do so.
- n) To obtain regular feedback from service users in order to continually improve.

2.2 Other Responsibilities

- a) To uphold and promote college policies and procedures, promoting those specifically applicable to this area of work and also including the Health and Safety and Equality and Diversity policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques.

- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
A level 3 qualification in working with young people (or willing to work towards)		✓
Youth Work Level 2 or higher (or willing to work towards)		✓
English GCSE grade C (minimum) or equivalent	✓	
Maths GCSE grade C (minimum) or equivalent	✓	
Mental Health First Aid or Mental Health Level 2 (or willing to work towards)	✓	
Mental Health First Aid Train the Trainer qualification (or willing to work towards)		✓
Full Driving Licence	✓	
Experience		
Ability to run group work interventions	✓	
Proven history of conducting 1:1 Support interventions with young people with Mental health difficulties	✓	
Dealing with challenging behaviour	✓	
Handling of confidential information	✓	
Using technology to engage the hard to reach	✓	
Knowledge of safeguarding and the Prevent agenda	✓	
Previous experience of delivering workshops, training	✓	
Working with external agencies in the development and delivery of collaborative services	✓	
Experience of the organisation of large scale events involving external as well as internal participants		
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Assertiveness skills	✓	
A high level of resilience	✓	
Excellent motivational skills	✓	
Ability to work under pressure and to meet deadlines	✓	
Accuracy and attention to detail	✓	
Excellent communication and interpersonal skills	✓	
Ability to build positive relationships	✓	
Good organisational, administrative skills including time management	✓	
Ability to work on own initiative or part of a team	✓	
Ability to deal positively with conflict	✓	
Qualities/Approach linked to college values		
High levels of written and oral communication	✓	
Approachable personality	✓	
Confidence in dealing with people of all ages and abilities/disabilities	✓	

	Essential	Desirable
Sensitive to and aware of cultural issues	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Able to confidently handle difficult situations whilst remaining supportive and practical	✓	
Remain positive and approachable when faced with challenging situations	✓	

4. Position within the College

The post-holder will be part of the Welfare Team and will report to the Early Intervention Coordinator.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, fixed term, term time contract to cover maternity leave.
- b) The salary is based on a full time equivalent salary of £22,304 per annum - VBSS Band 5 (pro rata for the fixed term period and term time only). This is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis during term time.
- d) The company operates a Scottish Widows Group Personal Pension plan.
- e) The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Wednesday 1st December 2021.**

www.wnc.ac.uk/vacancies

THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £46.50.

It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position.