

**Job Description: Wellbeing Support Worker**

**Salary:** £17,760per year30 hrs per week

**Location:** Sunderland Mind Wellbeing Hub

**Responsible to:** Operational Development Manager

**Job purpose**

To support the Operational Development Manager and the Wellbeing Team in the delivery and development of a number of programmes and projects with all Sunderland Mind service users. The main aim of the project is to promote positive mental health, helping groups and individuals to understand the issue, help reduce stigma and make a positive change to current perceptions. This position will be responsible for supporting young people and adults through group work, one-to-one support, mental health awareness training and social activities and events.

**Main Duties and Responsibilities**

* To work with existing and new groups of young people and adults in both a support and development role.
* To work alongside all service users in development new programmes and ideas
* To help develop and facilitate all groups relevant to need
* To engage with specific partners to deliver appropriate sessions
* To effectively plan and manage all sessions
* To ensure all activities are effectively monitored and evaluated
* To ensure all data is effectively recorded on Felix
* To ensure the effective delivery of the agreed targets and outcomes for funders
* Attend and participate in external meetings, events and networking opportunities
* Carry out the appropriate administration duties as required
* To promote the project through social media and all other platforms as appropriate
* To share good news stories
* To ensure that information is collated for monitoring purposes

**Other Duties**

* To undertake areas of development as identified by the Operational Development Manager
* To at all times promote the work of Sunderland MIND positively
* To work alongside other staff members as required
* Undertake general office duties as required
* Attend and participate in project and staff meetings.

**Skills/Experience**

* Good understanding of mental health
* Good organisational skills
* Able to communicate with people at all levels
* Able to respect confidentiality
* Experience of working with young people and vulnerable adults
* Knowledge of social media

The above list of duties is not exhaustive and may change or be added to as the project develops.