

# Job Description

<b>Job Title</b>	<b>Wellbeing Hub Coordinator (focus on young people and families)</b> (fixed term contract until 31 March 2022 with the intention that the contract will be extended dependant on longer term funding becoming available)
<b>Salary Grade/Rate</b>	<b>SCP 16: £24,012 pro rata.</b> <b>Actual annual salary: £ 14,406</b> plus a contribution of 5% of salary to a pension scheme and travel/mileage allowance
<b>Hours</b>	21 hours per week
<b>Annual Leave</b>	27 days per annum (pro rata) plus public holidays
<b>Based at:</b>	Caia Park Partnership, Prince Charles Road, Wrexham, LL13 8 <sup>TH</sup> . The post-holder will be required to work across Wrexham and, on occasions, in Flintshire.
<b>Responsible to</b>	Community Wellbeing Manager
<b>Internal &amp; External contacts</b>	<ul style="list-style-type: none"><li>• Clients, staff, volunteers and directors/trustees of NE Wales Mind</li><li>• Representatives and volunteers from partner organisations</li><li>• External and volunteer activity leaders and trainers</li><li>• Professionals referring clients to the service</li><li>• Staff of Mind and other local Mind groups</li><li>• Staff, volunteers and clients other voluntary and statutory organisations</li></ul>
<b>Aims of the post</b>	To deliver prevention and early intervention services to families and young people aged 13 to 18.  To supervise a mental health and wellbeing information, signposting and advice hub for the community of Caia Park in Wrexham.
<b>Main duties</b>	<ul style="list-style-type: none"><li>• Deliver guided self-help interventions to young people</li><li>• Coordinate and develop the Caia Park Wellbeing Hub project to meet community and service needs</li><li>• Carry a case load of clients and effectively manage all client contact including assessments, face to face/remote meetings, signposting and service admin</li><li>• Support clients to access information resources</li></ul>

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- Communicate regularly with clients to provide emotional support and encourage them to participate
  - Support peer support developments and link with community groups
  - With the help of the Community Wellbeing Manager, manage any feedback or issues/complaints
  - Promote and implement NE Wales Mind policies and procedures
  - Work as part of the NE Wales Mind team in order to provide a quality service to all clients and contribute to wider service planning and developments.
  - Attend staff meetings, individual clinical and line management supervision and participate in training, seminars or conferences as directed.
  - Carry out any other duties, which are commensurate with the grade, which may be allocated by the Community Wellbeing Manager.
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### Expectations

- Promote the concepts of wellbeing, recovery, early intervention and community engagement, ensuring that these underpin service activities.
  - Recognise the diversity of clients and encourage equal opportunity for all
  - Assist in organising and promoting wellbeing events, activities and training
  - Assist in using/completing any office and team related information recording system.
  - Assist in information gathering, monitoring and evaluating the service
  - Assist in undertaking talks and presentations, attending events and open days, producing publicity materials and updating the website
  - Assist in networking with other agencies to ensure effective partnership work that is mutually beneficial.
  - Encourage the active engagement of people with experience of mental health problems in the development the services they receive
  - Accept, without bias, issues raised by children/young people and other clients
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**Prepared &  
approved**

April 2021

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This Job Description may be subject to periodic amendment and revision by the Board of Trustees and the Chief Officer in line with the changing needs of NE Wales Mind. This will be undertaken in consultation with and with the agreement of the post holder.

This Job Description is intended to give an overview of the role of Wellbeing Hub Coordinator, however the Chief Officer or Community Wellbeing Manager may request tasks to be undertaken which are not specifically mentioned in this document but which are in line with the level and nature of the role.

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