

# Job Description

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<b>Job Title</b>	<b>Wellbeing Hub Coordinator</b> (fixed term contract until 30 June 2024: extension dependant on continuing funding)
<b>Salary</b>	<b>£24,012 per annum</b> plus a contribution of 5% of salary to a pension scheme
<b>Hours</b>	35 hours per week
<b>Annual Leave</b>	27 days per annum plus public holidays
<b>Based at:</b>	Caia Park Partnership, Prince Charles Road, Wrexham, LL138 TH. 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>	Supervise a mental health and wellbeing information, signposting and advice hub for the community of Caia Park in Wrexham with a strong focus on support for families and young people aged 13 to 25.
<b>Main duties</b>	<ul style="list-style-type: none"><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 client contact including assessments, meetings (inc online), signposting and service admin</li><li>• Deliver guided self-help interventions to young people aged 13 to 25</li><li>• Support clients to access information resources</li><li>• Communicate with clients to give emotional support and encourage them to get involved</li></ul>

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- Support peer support developments and link with community groups
  - Assist in organising and promoting wellbeing events, activities and training
  - With the help of the Community Wellbeing Manager, manage any feedback or issues/complaints
  - Promote and implement NE Wales Mind policies
  - 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 the service.**
  - **Recognise diversity of clients & encourage equal opportunity for all**
  - **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**
  - **Work as part of the NE Wales Mind team in order to provide a quality service and contribute to wider service planning and developments.**
  - **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.**
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**Prepared & approved**      December 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.