



Job Title: Time to Change Essex Assistant

Reporting to: Time to Change Essex Facilitator

Base: Harlow

Location: Across Essex

Responsible for: Supporting the transition from Essex Time to Change Hub

Hours: 8 hours per week (1-year fixed term, extension pending further funding)

Pay: £10.36 per hour

The organisations:

Time to Change Essex is a collaboration between Mind in West Essex & the Ideas Hub Chelmsford.

Mind in West Essex is a mental health charity. We are an independent organisation affiliated to Mind (the national association for mental health), an organisation with which we share common values and principles. We support people affected by mental ill health to make positive changes in their lives and to improve their emotional resilience and wellbeing.

The Ideas Hub Chelmsford is a CIO (Charitable Incorporated Organisation) run 'By the Community for the Community'. It works to empower Chelmsfordians (individuals and groups) to support their communities by helping them to bring to life ideas and wishes. A key role of the Ideas Hub is to act as a 'listener', a 'facilitator', and an 'enabler' for the City of Chelmsford's local communities.

Time to Change, as a National Project, closed on 31st March 2021. It was a social movement begun in 2007 to change the way people think and act about mental health problems. Their primary focus was on reducing stigma and discrimination by encouraging and supporting people with lived experience to organise their own campaigns to educate, inform and challenge employers, schools & their local communities. As two local hubs merging into one local hub, we are able to continue our localised work and use this branding until November 2022.

Purpose of the Job:

The main objective of this post is to support the Time to Change Essex Facilitator in continuing the work of the National Time to Change Project, by bringing together two existing local hubs as Time to Change Essex. Since the closure of the National Project in March 2021, the 'Time to Change' branding can only be used until November 2022. This post will be supporting the delivery of a project plan, designed to utilise lived experience to understand what the local need is, and what the future of this project could look like as a local social movement beyond November 2022.

Key Task Areas and Responsibilities:

- Support the development, delivery and promotion of the Time to Change Essex Project. Keeping the project plan and other documents up to date and preparing required reports.
- Be the main point of contact and keep in regular communication with all partners and volunteers.
- Connect with other groups, organisations and individuals to create a collaborative network that will support and sustain the growth of this social movement.
- Ensure the inclusion of lived experience throughout the life of this project by supporting co-production with volunteers.
- Create content and promote the work of the project through our social media, media partners, and other media outlets
- Support the recruitment of volunteers with lived experience of mental health illness across Essex by working alongside our local Volunteer Centres and volunteering websites.
- Support volunteers to share their stories, hold local events, attend events or undertake campaigns that further our goals of reducing stigma and discrimination initially and any other key goals that are developed as a result of this project.
- Research to ensure that our work is reaching the most marginalised communities by considering diverse methods of connection, valuing quality over quantity.

Other

- Demonstrate respect for those with lived experience of mental health problems in line with the values of Mind in West Essex
- Undertake other initiatives as agreed by the Time to Change Essex Hub
- Keep records concerning the Time to Change Essex Hub and events up to date and prepare reports where necessary
- Attend events where appropriate- this may involve working outside of the postholder's normal working hours
- Undertake such other duties as directed by the CEO's to ensure the effective transition from the Time to Change Essex Hub

General:

The Post holder will be expected to:

- Maintain strict confidentiality of all persons using any of our services at all times in line with the West Essex Mind Confidentiality Policy
- To keep up to date on all matters relating to West Essex Mind's procedures and policies
- Familiarise themselves with matters relating to health and safety management as they affect them personally and/or West Essex Mind, reporting any potential risks to life or property immediately in accordance with the West Essex Mind Health and Safety policy and procedures. They must use all equipment provided to undertake their role safely
- Refrain from smoking in any area of West Essex Mind's property
- West Essex Mind is committed to Equal Opportunities for all present and potential members of staff and people accessing the services we provide. Therefore, Mind in West Essex expects all employees and volunteers to understand, support, and apply the policy through their working practice, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration
- Ensuring maximum media coverage of all events in Essex that are related to positive mental health, taking part in interviews and photo calls where necessary
- To attend regular supervision and annual appraisal, identifying any relevant support and training needs and addressing these with your line manager
- To understand, promote, keep up to date and comply with all policies and procedures
- To undertake any other tasks, duties or projects which may arise from time to time and as directed by your line manager.

Person Specification

Essential

- Passionate about reducing stigma and discrimination surrounding mental illness
- An understanding of project development and delivery
- Excellent communication skills, face to face, by telephone and in writing
- Excellent organisation and time management skills
- Excellent interpersonal skills
- The ability to think creatively
- The ability to inspire and empower people
- The ability to record information accurately
- The ability to maintain professional relationships
- The ability to appreciate, understand and value diversity in a non-judgemental manner
- Self-motivated with the ability to manage own workload
- Desire to see projects through to the end

- Empathy and an understanding of the needs of vulnerable people
- Good IT skills e.g. Microsoft Word/Excel and Google docs, with the willingness to undertake training to use other systems and databases.
- Ability to use initiative but be also operate as part of a team
- Willingness to actively engage in supervision and appropriate training
- An understanding and commitment to the values of Mind in West Essex
- The ability to work flexibly, sometimes during evenings and weekends
- The ability to travel independently across Essex

Desirable Criteria;

- Experience of being involved in a social movement
- Experience with mental illness, professionally or personally
- Lived experience of mental illness
- Experience of working with people and/or local communities
- Experience in project development and delivery
- Knowledge of the community and voluntary sector
- Knowledge of good volunteer management practise
- Knowledge of the Time to Change Campaign
- Car driver, owner
- Current DBS

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates