

## Job Description

<b>Job Title:</b>	Wellbeing Coach
<b>Duration:</b>	Permanent
<b>Hours:</b>	37 hours per week (Monday to Fridays with occasional evening and weekend work - would consider part time)
<b>Reports to:</b>	Wellbeing Lead
<b>Base:</b>	Stanlaw Abbey Business Centre, CH65 9BF
<b>Salary:</b>	NJC Scales 12-17 (£21,589 - £23,836) pro-rata

Chapter are seeking an experienced Wellbeing Coach with a passion for empowering individuals experiencing mental ill-health to achieve their potential. This is an exciting opportunity to join Chapter, requiring a highly capable team member to support and motivate individuals to improve their mental health and wellbeing.

Our Wellbeing Coaches provide direct support to service users, putting their views at the forefront of our work. We believe that individuals are the experts in their own mental health and work to empower them to develop the skills to be able to play an equal role in managing their own mental health and wellbeing.

As a Wellbeing Coach you will support individuals through face to face, one to one coaching sessions, group workshops and peer group activities. A diverse role- with current activities ranging from supporting service users at our local allotment, online support sessions and a weekly board game group - it requires a passion for working with those who face mental health challenges.

We have a strong commitment to equality, diversity, and inclusion. We encourage applications from people of all backgrounds and welcome applications from people with lived experience of mental ill-health.

A satisfactory enhanced disclosure from the Disclosure and Barring service is required for this role.

Last Updated: July 2021

## Key Responsibilities

- To manage a caseload of service users and support them in maintaining their mental health and wellbeing
- Use a variety of person centred and evidence-based tools and techniques to support individuals in managing their mental health and wellbeing
- Provide motivation to service users, supporting them to set and work towards SMART goals
- Support service users to build confidence, develop resilience and improve their ability to self-manage their mental wellbeing
- Signpost and refer service users to relevant services to meet their needs and assist them in working towards achieving their goals
- Plan and deliver a range of group activities that enable service users to achieve their personal goals
- Contribute to the recruitment and supervision of volunteers that support Chapter's services

Develop and deliver wellbeing workshops (including our RE:SET programme) as part of Chapter's ongoing service development.

- Maintain accurate information systems, documenting activities and interventions appropriately and ensure client information is kept up to date

Promote all of Chapter's services to local communities and other agencies as appropriate

- Keep up to date with relevant local and national policy, news, reports, guidance, and campaigns
- To ensure quality standards are adhered to and met and that audits are passed
- To work in accordance with all policies and procedures of Chapter, in particular health and safety, information governance and safeguarding
- To undergo regular supervision and an annual appraisal in line with Chapter's HR policies and procedures
- To commit to own personal training development and attend minimum training and development activities as required
- To ensure that all activities within the service embody Chapter's values

## Person Specification

Standard	E/D	Assessed
<b>Qualifications and Education</b>		
Training or qualification in mental health, lifestyle coaching, counselling skills or similar	D	AF
Educated to degree level or equivalent experience	D	AF
Qualified Mental Health First Aider	D	AF
<b>Experience and Knowledge</b>		
Experience of managing a case load of service users and of working with people facing a range of mental health barriers and social issues	E	AF, I
Experience of working with individuals in both a 1-2-1 and group setting to help manage their mental health and wellbeing and to achieve their goals	E	AF, I
Experience of working with a range of agencies and organisations to develop effective working relationships	E	AF, I
Experience working in a mental health organisation with excellent knowledge of mental health issues and challenges	D	AF, I
Knowledge of the Cheshire area and local services and community groups	E	AF, I
Lived experience of mental ill-health	D	AF, I
Experience of delivering workshops/training sessions	D	AF, I
Experience of recruiting and managing volunteers	D	AF, I
<b>Competencies</b>		
Excellent interpersonal, verbal and written communication skills	E	AF, I
Excellent organisational and presentational skills	E	I
Ability to work as part of a team, and work autonomously while using own initiative	E	I
Proactive approach to and the ability to find creative solutions to problems	E	I
Excellent IT skills with the ability to use Office365 proficiently	E	AF
<b>Personal Attributes / Qualities</b>		
Reliable and punctual individual	E	AF, I
Strong commitment and motivation to improving the lives of people experiencing mental ill-health	E	AF, I
Compassionate and considerate to others	E	AF, I
<b>Other</b>		
Ability to travel with use of own car	E	I
Knowledge of safeguarding policies and procedures	E	AF, I
Knowledge of equal opportunities and disability discrimination legislation	E	AF
Knowledge of Chapter and some of the activities it undertakes	E	I
Able to work occasional evenings and weekends	E	I

E = Essential, D = Desirable, AF = Application, I - Interview