

Project Worker: Time Out Job Description

Job title:	Project Worker: Time Out
Responsible to:	Team Leader, Time Out
Salary:	£25,543 gross per annum, pro rata (£14,304 actual) + 5% employer's pension
Contract:	Funded until July 2022
Hours:	21 per week
Annual Leave:	25 days pro rata, plus 8 days bank holiday pro rata
Based:	Halifax office/Home working (travel required)

This post is subject to an enhanced DBS check.

Background:

Time Out gives children & young people aged 5-19 creative opportunities to improve and maintain their emotional health and wellbeing. This is about raising awareness of the value of emotional health, building resilience, and making it easier to access appropriate support when needed.

Time Out's approach has several elements:

- **Time Out Activity Programme**

Harnessing the vast range of activities offered by a network of providers, this creates opportunity for young people to "find their thing": what helps us feel good and stay well. This brings together lots of organisations that work with young people on a wellbeing platform.

- **Emotional health & wellbeing education**

Workshops delivered in primary and secondary schools to whole classes. These raise awareness, challenge stigma, and promote ways in which to maintain good mental health. Delivered in person or online.

- **Workshops and courses**

Issue-specific workshops delivered as one-off sessions or courses delivered over up to 6 weeks with young people who have identified needs. Delivered in person or online.

- **Listening Line**

Telephone based advice line with support offered by text or phone call. Young people offered advice and guidance as well as signposting to other services and organisations.

Time Out is funded through the Open Minds Partnership (Calderdale Council) and Children in Need, with some activities commissioned through other sources.

Job Summary:

Within a team approach, to support the development and delivery of a range of accessible activities, recruiting and liaising with potential participants about their needs and expectations:

Main tasks:**Contributing to central co-ordination of Time Out, including:**

- Liaising with existing and potential providers to develop the activity programme
- Maintaining and growing the Time Out network of providers and organising quarterly network meetings
- Training and development for providers/partners to ensure consistency of approach
- Engagement and co-production with young people
- Involvement in data collection and producing reports for commissioners and stakeholders
- Running creative wellbeing sessions for young people
- Developing and maintaining up-to-date information resources, knowledge of services and links with other providers

Emotional health & wellbeing sessions and courses in primary and secondary schools, community organisations and groups:

- Liaising with schools and developing excellent relationships with teaching and non-teaching staff.
- Generating and administering workshop bookings
- Recruiting, supporting and training volunteers with lived experience to develop the skills and confidence to co-produce and deliver courses and
- workshops on themes that address identified needs
- Recruiting and liaising with potential participants to ensure courses are appropriate to their needs and expectations

Project-wide:

- To be involved in the production of marketing materials and the promotion of services
- To respectfully and supportively engage with service-users and potential service-users, understanding that their experience counts
- To promote the service within the voluntary and community and statutory sectors, representing Healthy Minds at partnership and strategic meetings as required
- To undertake monitoring and evaluation, which actively involves participants
- To prepare information as requested for management and stakeholders

General Work-related Expectations:

- To work within Healthy Minds' service-user-led values, ethos and vision
- To ensure that Recovery is at the heart of what we do
- To take an active role within the project team, and within the whole Healthy Minds team
- To be responsible for undertaking training and continuous personal development
- To be willing and able to share skills, knowledge and experience across the team
- To participate in regular supervision
- To be responsible for all personal admin and organisational tasks
- To work in accordance with all Healthy Minds' policies and procedures
- To comply with all relevant legislation
- To undertake any other duties as reasonably required, appropriate to the post