



Group Lead - Co-ordinator
Part-time – 25 hours pw
Annual Salary £15,600
(pro-rata based on £23,088 at 37 hrs pw)
Closing Date – Friday 2nd September 2022

MOOD's Vision, Mission, Values

Mood's vision is to bring people together, reduce isolation, improving people's lives and their mental health and wellbeing.

We do this by providing a programme of social prescription activities to help adults who suffer from low mental well-being, mental health illness or isolation with skills and knowledge for them to reinvest in their mental wellbeing journey.

We encourage young volunteers to assist with the activities giving us intergeneration involvement.

We offer an excellent quality service, understand our client's and volunteers' needs and are passionate about what we do.

All of our work is carried out through an organic programme of activities based in the community.

Our activities are client-driven, client-focused and for client benefit.

The MOOD Project aims to;

- Engage and encourage adults in conversation and group activities, and offer them the opportunity to learn new skills in a safe environment.
- Give people opportunities to organically develop their well-being journey with our support.
- Signpost to partner organisations when the need arises.
- Offer peer support when required.
- Support referral organisations with MOOD's wellbeing programme of activities and support.
- Develop new avenues of support that is client driven.
- Create projects to benefit the clients and partner organisations through fundraising activities.
- Develop new income strands for Mood's self-sustainability.

This is a new post and you will be working closely with the Project Manager and the Board of Trustees. The post encompasses two strands;

1. Coordination and administration of MOOD activities.
2. Working with MOOD clients and supporting their needs.

The post is funded for 12 months (fixed term contract until 30th September 2023) by West Lothian Development Trust for 25hrs.

About the person we need;

A confident, organised person who has a passion for working with people, and in particular the mental health sector.

As a person-focused organisation, your people skills need to promote empathy, compassion, a good listening ear and be non-judgemental.

We encourage growth within the organisation and promote attending workshops and training to develop your personal skills development.

Main Tasks;

- Leading on, and administration of the group activities.
- Client contact either via telephone or in person.
- Assist the manager with the creation of new projects.
- Assist with client registration.
- Plus, any other tasks that relate to the project’s needs, which are flexible and fluid.

Skills;

Experience	Essential	Desirable
Understand MOOD’s values and aims	x	
Understand Mental Health – Training or lived experience	x	
Communication skills with people in a range of circumstances	x	
Confident in Word/Excel	x	
Able to initiate, plan and complete tasks	x	
Creative thinking, research/plan/develop ideas	x	
Able to work as part of a team and on own initiative	x	
Experience of Partnership working		x

Cosca Trained/mental health first aid trained		x
Understanding of Diversity and Equal Opportunities	x	
Interest in marketing & fundraising		x
Driving licence and access to a car		x

This is an outline of the post and not an exhaustive list of duties and responsibilities, as the work we do requires a flexible approach and being able to respond to the ways the project develops. The post holder may be expected to carry out other duties that arise in the course of their employment.

The working pattern will be Tuesday, Wednesday, Thursday & Friday
Hours Tues, Wed, Thurs 9.30 - 4.30 & Friday 1.30-4.30

Staff are entitled to 28 days annual leave, this is for full-time posts and is adjusted to take into account part-time working. (3.5 days) 25hrs pw = 20 days per annum)

The post is subject to a 3-month probationary period before any future appointment is confirmed.

The post is covered by the Protection of Vulnerable Groups (PVG) or Disclosure arrangements. All staff are required to have PVG clearance at any time and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.

Equal rights are at the heart of what we do and as such MOOD is committed to promoting a diverse and inclusive work environment – a place where we can all be ourselves and succeed on merit. We offer a friendly inclusive employment policy such as flexible working arrangements. We celebrate diversity and staff are expected to work with people from a range of different cultural backgrounds. If you have any access requirements that we can assist with for any part of the recruitment process, do not hesitate to get in touch as we are happy to discuss.

How to Apply

Complete a MOOD application form. [Click here to download the application form](#), or [click here to complete the form on the MOOD website](#).

Successful candidates will be invited to attend a shadow day and a skills assessment day where you will have the opportunity to showcase your experience. (Details of what's required will be sent out in advance of the date)

Please do not send CVs only

Email complete applications to jobs@moodproject.org, or submit your application [via the MOOD website \(click here\)](#).

Contact Lorraine on 07954 112260 if you have any questions or require further information.

Applications close on Friday 2nd September 2022 at 5pm.

We will contact you by Thursday 8th September 2022 to let you know the outcome and if you have been successful in securing a place on the assessment day.