A logo for a volunteer action

Description automatically generated

Mental Health and Suicide Prevention Awareness Project Officer

Candidate Information Pack

External Applications

April 2024

Thank you for your interest in joining our Mental Health Team. We hope this recruitment pack will provide you with the information required to enable you to decide whether you wish to apply for the post.

EVA leads and supports the voluntary and community sector in Erewash. We provide numerous services, including, supporting the voluntary sector and building capacity and impact, through funded programmes. We also have a number of funded projects including shopping, volunteering, Social prescribing and our Derbyshire Mental Health Forum. We have a large centre that the charity owns.

We have 25 members of paid staff and 128 registered volunteers.

This work will build on the work undertaken by our current worker.

The project helps to raise mental health awareness with a range of sports organisations and workplaces across Derby and Derbyshire.

30 hours, including some weekend and evening working

Salary: £23,400 (actual) Contracted until May 2025 (possible extension subject to funding review)

Are you enthusiastic about empowering people to promote good mental health and suicide prevention awareness within sports settings and workplaces?

We need a new Project Officer who will engage with a range of identified organisations and enable their workers and volunteers to:

* Understand the need to promote mental health across their contacts
* Access training, develop mental health policies and action plans
* Signpost to ongoing advice and support

A commitment to the promotion of good mental health and an interest in local sport and community activity is essential. Our target groups will be local football clubs, gyms and boxing clubs, Barbers and identified workplaces.

You will need excellent communication skills, and an aptitude for learning. You must be self motivated and able to work independently within an agreed framework. You will be self-supporting so must be fully computer literate. You will need to be able to work flexible hours and to travel across Derby and Derbyshire. Posts will be based at our office in Long Eaton with the possibility of hot-desking with a partner organisation in the north of the county.

**To find out more check out our website** [**www.erewashvoluntaryaction.org.uk/jobvacancies**](http://www.erewashvoluntaryaction.org.uk/jobvacancies)

**Closing date: 30th May 2024 12 noon**

**Interview date: 5th June 2024**

*This post requires a Disclosure and Barring Service check.*

This is a 30 hour post. Will be based at our Granville Ave Site in Long Eaton.

If you would like to apply for this exciting post and you meet the requirements of our person specification, please complete the application form.

Best Wishes

Stella Scott

[stella@erewashcvs.org.uk](mailto:stella@erewashcvs.org.uk)

**How To apply:**

* If you are interested in applying for this role, please complete the attached application form and return marked Private and Confidential to Stella Scott.
* When completing the application form please refer to the requirements of the person specification. Give examples to back up your statements.
* If you have any other queries in relation to the role, please email [liam@erewashcvs.org.uk](mailto:liam@erewashcvs.org.uk)

**Timetable and process:**

Closing date for applications 30th May 2024 - **12 noon**.

* We will invite a shortlist of candidates to participate in an interview and assessment process on the 5th June 2024

We will notify all unsuccessful candidates once the shortlisting has been completed.

If successful, you will be asked to prepare a 10-minute presentation (the topic will be given 5 days prior to the interview).

**Erewash Voluntary Action - CVS**

**Job Description**

**Post: Mental Health and Suicide Prevention Awareness Project Officer**

**Responsible to:** Mental Health Policy Officer

**Location:** Office base: Erewash; working across Derby & Derbyshire

**Contract length**: Contract to May 2025 (subject to review)

**Hours: 30** hours per week over five days. To include weekend and evening work for which time off in lieu will be arranged.

**Salary: £23,400 (actual)**

**The main duties of the post will entail working within an agreed Work Plan to:**

* **Develop Comprehensive Publicity Materials**: Create and distribute engaging materials to sports clubs, companies, and other relevant partners to clearly communicate the project's objectives and scope.
* **Engage with Sports Governing Bodies and Partners**: Actively meet with sports organisations' governing bodies and access partners to present the project details and enlist their participation. Prioritise locations based on Public Health recommendations for targeted impact.
* **Recruitment and Collaboration:** Proactively recruit and establish partnerships with organisations, groups, clubs, and companies to collaborate on the project.
* **Organisational Visits and Sign-ups**: Conduct visits to potential partner organisations to secure their commitment and agree on a collaborative plan, including access to training, policy development, and action plan formulation.
* **Facilitate Access to Training** **and Support Networks**: Support access to mental health and suicide prevention training offered by Public Health and organise a network of Mental Health First Aiders. Coordinate with Public Health to ensure training availability aligns with participants' needs regarding timing and location.
* **Organisation Policy Development**: Initiate the creation of draft mental health policies and engage with organisations for feedback to tailor these policies to their specific needs.
* **Resource Compilation**: Collect and provide additional materials and information pertinent to each organisation's unique context and needs.
* **Action Plan Development**: Collaborate with organisation representatives to develop comprehensive action plans, including goals, formats, content, and review periods. Encourage organisations to commit to national mental health charters when suitable.
* **Signposting for Additional Support**: Offer guidance on accessing further advice and resources for mental health awareness and suicide prevention, enhancing the project's support framework.
* **Online Toolkit Assistance**: Support the administrator in creating an online toolkit that serves as a comprehensive resource for advice and support on mental health and suicide prevention.
* **Feedback Collection and Evaluation**: Implement a system to gather feedback from organisations on the project's impact, utilising follow-up questionnaires or similar methods to assess outcomes.
* **Monitor and Evaluate Project Success**: Execute a structured plan for monitoring and evaluating the project's effectiveness, ensuring goals are met and adjusting strategies as necessary.
* **Flexibility for Additional Responsibilities**: Be prepared to undertake any other relevant duties that arise during the project's lifecycle, demonstrating adaptability and a commitment to the project's success.

This list is not exhaustive. It illustrates the main duties to be performed and the flexibility required in a small team.

**Other:**

* **Regional Travel Commitment**: Regularly travel across Derbyshire at pre-arranged times to fulfil the responsibilities of the role, ensuring a proactive presence and engagement in necessary locations.
* **Record-Keeping**: Maintain detailed and accurate records related to time spent, activities undertaken, and expenditures incurred in all aspects of the role, facilitating transparency and effective management of resources.
* **Alignment with Organisational Goals**: Work consistently within the overarching goals and values of Erewash Voluntary Action, while also focusing on meeting the specific objectives of any related programs, ensuring a cohesive and integrated approach to all tasks.
* **Adherence to Employment Standards**: Strictly follow the Terms and Conditions of Employment and all related policies set forth by Erewash Voluntary Action, upholding the highest standards of professional conduct and integrity.
* **Confidentiality and Privacy Assurance**: Vigilantly maintain confidentiality regarding all aspects of the work, in strict accordance with the EVA Policy, to protect sensitive information and uphold the trust placed in the organisation.

**Person Specification- Mental Health and Suicide Prevention Awareness Project Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Spec** | **Criteria** | **Essential** | **Desirable** |
| **Personal Qualities & Attributes** | Excellent communication skills both written and verbal | √ |  |
|  | Accurate record keeping | √ |  |
|  | Ability to network and establish positive relationships with partner organisations | √ |  |
|  | Good computer literacy | √ |  |
|  | Understanding of importance of good mental health | √ |  |
|  | Knowledge of community development |  | √ |
|  | Awareness of wider policy issues affecting the voluntary sector |  | √ |
|  | Understanding reporting to funders |  | √ |
|  | Understanding of working with and supporting volunteers |  | √ |
|  | Ability to monitor and evaluate own work |  | √ |
| **Qualifications & Training** | Educated to a good standard | √ |  |
|  | Demonstration of personal development and a commitment to ongoing learning | √ |  |
|  | A level equivalent |  | √ |
|  | Sport related qualifications or study |  | √ |
| **Experience** | Experience of using social media | √ |  |
|  | Experience of partaking in, delivering or organising sport and physical activities | √ |  |
|  | Experience of working in or with voluntary organisations and community groups | √ |  |
|  | Experience of successful partnership working | √ |  |
| **Skills and knowledge** | Understanding of equality and diversity | √ |  |
|  | Understanding of the voluntary sector or relevant transferable skills | √ |  |
|  | Basic mental health awareness | √ |  |
|  | Knowledge of engaging the local community |  | √ |
|  | Knowledge of developing support networks |  | √ |
|  | Knowledge of sport across Derbyshire |  | √ |
| **Other** | Self motivated and able to work independently within overarching direction | √ |  |
|  | Positive approach to problem solving | √ |  |
|  | Ability to work outside office hours on a regular basis with reasonable notice | √ |  |
|  | Full UK driving licence | √ |  |
|  | Strong commitment to the promotion of equality and diversity within workplaces and community settings | √ |  |
|  | Excellent team worker | √ |  |
|  | Good sense of humour |  | √ |
|  | Access to own transport |  | √ |

**Staffing Structure**

CEO in Dark Orange and top tier posts in Yellow - Senior Management Team (CEO line manages Operations director)

MARCH 2024