

JOB DESCRIPTION

Job title: Mental Wellbeing Co-ordinator

Location: 4 King Street, Blackburn

Responsible to: Integrated Services Manager

Role:

1. To develop, coordinate and deliver of a programme of social groups for older people aged 65+ who have a diagnosed mental health condition across Blackburn with Darwen
2. To play an active role in the Health & Wellbeing Team participating in wider service developments, promotions & initiatives

MAIN DUTIES & RESPONSIBILITIES

1. Take day to day responsibility for the effective and efficient operation and management of the Brighter Futures Project within Age UK Blackburn with Darwen's policies and procedures including health & safety, financial and safeguarding.
2. Develop, coordinate and facilitate community-based groups for local older people with a diagnosed mental health problem.
3. Work within the Health & Wellbeing Team to deliver high quality services and activities which are focussed on prevention, self-care and resilience.
4. Work in partnership with other organisations to ensure older people are signposted and referred into other services as required.
5. Support in the engagement of older people who do not currently access services to capture evidence and insight to inform future service development.
6. Participate in and support the promotion of Age UK BwD activities and services to local residents, statutory, voluntary & community sector organisations and local businesses at a range of events, seminars, conferences and talks etc.
7. Embed and utilise efficient recording and monitoring systems which enables the activities to be monitored and evaluated, including capturing outcomes.
8. Maintain the operation of administrative systems for the project ensuring continuity and that all paperwork is dealt with promptly and that accurate records are kept.

9. Produce accurate reports, statistics and other paperwork as necessary to inform the Head of Prevention & Wellbeing, Chief Executive, Board of Trustees and commissioners.

GENERAL RESPONSIBILITIES

1. Comply with all Age UK Blackburn with Darwen's policies, including Health & Safety, Confidentiality and Equal Opportunities.
2. Participate in Age UK's promotional and social events, working with the Chief Executive and other members of staff to fundraise to ensure the continuity of Age UK Blackburn with Darwen and its services.
4. Perform other tasks associated with the job description as delegated by the Integrated Services Manager with due regard to the skills of the Mental Wellbeing Co-ordinator.
5. Undertake any training as deemed necessary for the role.

FLEXIBILITY CLAUSES

1. The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some occasional weekend or evening work.
2. The job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the postholder) subject to the needs of the organisation, and in keeping with the general profile of the post.

February 2024

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