

<b>Job title</b>	CYP Project Administrator
<b>Responsible to</b>	Project Coordinator
<b>Geographical Reach</b>	Medway
<b>Base</b>	Medway
<b>Hours</b>	Full Time – 37.5 Hours
<b>Salary</b>	£23,281 rising to £24,287 April 25
<b>Contract</b>	Fixed term until December 2025 (potential to be extended for an additional year)

## **JOB DESCRIPTION**

### **Purpose of Post**

This full-time post is to support the delivery of therapeutic services to CYP aged 5-18 (or up to 25 for those with SEN or care leavers). The BRAVE (Building Resilience and Validating Emotions) Project is funded by Medway Council and is a pilot service for CYP who present with a need to access therapeutic services. The service will include Cognitive Behavioural Therapy (CBT), Dialectical Behaviour Therapy (DBT) and Creative Therapy support, using both one to one and group therapy interventions for each therapeutic approach.

The project aims to reduce the need for crisis intervention throughout childhood and adolescence by creating short interventions with high quality impact. CBT, DBT and creative therapeutic interventions are delivered in a group or one to one setting to support emotive healing, mental and emotional wellness and resilience, coping strategies for life and adverse challenges, and an opportunity to grow supportive community peer relationships. The project provided by North Kent Mind will be formed by 7 staff, including 4 therapists and a senior therapist, a Project Coordinator and a Project Administrator.

We are offering this role on a 12-month fixed term contract initially with a view to extending the contract subject to continued funding.

### **Structure of the Post**

The Mind CYP Project Administrator is line-managed by the Project Coordinator. They will be based in person in Medway. The Mind CYP Project Administrator works between the hours of 8:30-16:30, on a 37.5 hour weekly contract as agreed with the CYP Manager/Deputy Manager.

From time to time, it may be required that the Mind CYP Coordinator travel between offices. For the calculation of travel expenses, the Medway office shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked.

## **A: DUTIES OF THE POST: GENERAL**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
  - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, Health and Safety, and GDPR.
  - ii. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
  - iii. Respects, encourages and builds on individual service users' coping strategies, skills and autonomy, and is in keeping with the standards of performance and ethics as defined by the Health and Care Professions Council.
  - iv. Maintains good liaison with any other outside agencies as is necessary
  - v. Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal
3. To attend staff meetings and departmental team meetings
4. To attend training/meetings and some annual events as required, including the AGM
5. To undertake any other duties which a senior manager or the Board of Trustees may, from time to time, reasonably delegate or assign.

## **B. DUTIES OF THE POST: SPECIFIC**

To be responsible for the overall administration of the Project alongside the Project Coordinator and CYP Manager/ Deputy Manager.

### **CYP Project Administrator**

1. To assist with processing and inputting referrals to the service system (Lamplight) and inputting completed assessments, including outcome data measurements.
2. To liaise with any referring agencies that may be involved with the referral.
3. To support in recording follow-up communication with service users exiting the service.
4. To identify and secure venues appropriate for the delivery of the service, whether in North Kent Mind's offices or externally.
5. Support in creation of COMMS and promotion of the service.
6. Work alongside agencies to support those involved with the service.
7. To liaise with the CEO, as required, in the absence of the Project Coordinator, CYP Manager/Deputy Manager.
8. To maintain excellent communication with the Project Coordinator and/or CYP Manager/Deputy Manager.
9. To support in meeting all contractual KPI's.
10. To remain up to date with admin requirements and ensure safe working practice, including Creating and maintaining accurate and relevant service user records on internal system (Lamplight).

11. Maintain outcome data as required by the Project Coordinator, CYP Manager/Deputy Manager as per contractual expectations with Medway Council
12. To keep and report on data relevant to the use of the service by clients.
13. To ensure the administrative needs of the service are met, and to support any staff or volunteers involved in these administrative duties.

**As this is a new project and new role, adjustments to tasks may be required.**

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Relevant experience in administrative tasks	✓	
Strong IT skills including experience of inputting and collating data	✓	
Ability to learn new software systems quickly	✓	
Good knowledge of signposting for CYP experiencing mental health issues		✓
Knowledge & experience in the field of CYP mental health	✓	
An understanding of the issues, needs & risks affecting people with mental health problems & complex needs		✓
A non-judgemental attitude to mental health service users	✓	
The ability to work in a person-centred way	✓	
An empowering and positive attitude to service users	✓	
Ability & experience to work within a multidisciplinary & multiagency team	✓	
Experience gathering and collecting data for monitoring purposes	✓	
Experience using online data storage systems		✓
Excellent communication and listening skills	✓	
An understanding of the need for strong professional boundaries	✓	
Proactive and flexible approach to problem solving	✓	
Excellent organisation skills	✓	
Excellent computer skills	✓	
Able to work on own initiative	✓	
Car driver/owner		✓
Ability to work flexible hours	✓	
Experience & ability to work with challenging service users with multiple needs & manage crisis effectively	✓	
Experience facilitating group sessions	✓	