

Job title	CYP Project Coordinator
Responsible to	CYP Manager/Deputy Manager
Geographical Reach	Medway
Base	Medway
Hours	Full Time – 37.5 HRs
Salary	£28,600
Contract	Fixed term until December 2025 (potential to be extended for an additional year)

JOB DESCRIPTION

Purpose of Post

This full-time post is to coordinate 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 Coordinator is line-managed by the CYP Manager/Deputy Manager. They will be based in Medway for in person work. The Mind CYP Project Coordinator 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 coordination of the Project alongside the CYP Manager/ Deputy Manager.

The post does not involve delivery of therapeutic interventions but there will be a significant level of client contact to complete initial assessments and to undertake the necessary liaison regarding accessing therapy and scheduling appointments.

SIT CYP Coordinator

1. To receive referrals to the service, and to run initial telephone, or where appropriate face-to face assessments, with these potential clients to place them with a suitable therapist
2. To liaise with any referring agencies that may be involved with the referral.
3. To allocate clients and therapists to appropriate 1-to-1 or group sessions, to achieve optimal functioning of the service.
4. To support in follow-up communication with service users exiting the service.
5. To support in creation of materials and delivery of workshops.
6. To facilitate drop-in groups for young people, parents/ carers and professionals as part of commissioning requirements.
7. To network with external agencies to encourage referrals in line with conditional requirements of the service
8. Host weekly team meetings.

9. Attend bi-monthly meetings with commissioners to provide service updates and discuss KPI's alongside sending monthly reports
10. Work alongside agencies to support those involved with the service.
11. Attend various meetings to support partnership working, such as Medway Local Transformation Plan Board Meeting
12. To liaise with the CEO, as required, in the absence of the CYP Manager/Deputy Manager.
13. To maintain excellent communication with the CYP Manager/Deputy Manager.
14. To support in meeting all contractual KPI's.
15. To remain up to date with admin requirements and ensure safe working practice, including obtaining data about the service user as required by the project (wellbeing scales, personal information etc.) and process this in line with GDPR requirements
16. To support the therapists, understand and adhere to the protocols established for the smooth operation and quality delivery of the service.
17. To supply and maintain outcome data as required by the CYP Manager/Deputy Manager as per contractual expectations with Medway Council
18. To collate and analyse Feedback Forms and other internal monitoring as required by North Kent Mind and/or Medway Council.
19. To work with the CYP Manager/Deputy Manager on issues of further training of CYP staff, and the promotion, quality assurance, development and sustainability of the service.
20. To recruit and support volunteers for group work.

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	✓	
Experience of conducting team meetings	✓	
Experience conducting formal mental health assessments and triage to appropriate services		✓
Good knowledge of signposting for CYP experiencing mental health issues		✓
Line Management experience		✓
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 to work with service users on a 1-2-1 basis	✓	
Ability & experience to work within a multidisciplinary & multiagency team	✓	
Experience of completing referrals, support plans, risk assessments & professional reports		✓
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	✓	