

Organisation:	The Mustard Tree partners with local communities, charities and statutory organisations to identify unmet needs among the most vulnerable and marginalised in our society. Working through these partnerships we then innovate and develop projects that reduce health and social inequalities, increase community engagement and give a voice to the unheard. As a charity with a Christian ethos the projects we generate are inspired by our faith. Therefore, they are designed to serve all sections of our diverse community without discrimination. We work strategically to develop practical solutions with compassion, integrity & professional excellence.
Project:	Engage – Reducing isolation and loneliness by developing positive relationships and networks in our community
Engage Programmes	Engage Befriending – Enabling older people to overcome barriers to social connections through the support of a volunteer befriender Engage Wellbeing – Enabling adults to make positive choices to maintain or improve emotional and mental wellbeing through the support of a volunteer befriender
Role:	Engage Wellbeing Programme Manager
Hours:	30 hours a week (including some working out of office hours) (Potential to increase)
Salary:	£25,769 - £28,451 FTE (depending on experience) *1-year contract with a view to this extending (depending on funding).
Main Purpose:	To manage, deliver, and develop the new Engage Wellbeing Programme in accordance with the project’s values and objectives and within The Mustard Tree’s ethos and vision.
Key Tasks:	<ul style="list-style-type: none"> • Represent the Charity and its ethos. • Lead in staff prayers and devotional times. • Develop and grow the programme with input from service users. • Manage the day-to-day delivery of the Engage Wellbeing Programme. • Engage with local churches to support the development of a network of community café’s designed to provide a safe space for those struggling with mental or emotional wellbeing. • Seek opportunities to connect the people we support with community café’s and other support services. • Build relationships with statutory and community partners. • Expand referral pathways and triage people coming through One Reading Hub. • Coordinate the referral and matching process of the befriender to their befriender. • Oversee the recruitment, training, and supervision of volunteer befrienders.
Reports to:	Engage Manager
Values and Vision <ul style="list-style-type: none"> • To be able to clearly communicate and demonstrate the values of the project (Engage) and vision and ethos of the charity (The Mustard Tree). • Embed the values, vision and ethos within the Engage Wellbeing programme • Contribute to the development of The Mustard Tree, work in unity with other projects and programmes to achieve our shared vision. • Lead in staff prayer and devotional times. Programme development and coordination <ul style="list-style-type: none"> • Lead on strategic decision making for the Wellbeing Programme. • Develop referral pathways and partnerships. 	

- Manage the growth and development of the programme, seeking feedback and input from our service users.
- Build networks with other community partners to ensure a joined-up response.
- Build and connect with local churches specifically to support the growth of the network of community café's and other joint initiatives to support emotional wellbeing.
- Seek funding to support the financial sustainability of the programme.
- Engage supporters, promote the programme through presentations and social media.

Befriendees

- To triage each person, assess the support they require and complete relevant paperwork.
- Match and carry out introductions between each befriender and befriender.
- Regularly evaluate the progress of each person and their wellbeing partnership.

Volunteers

- Recruit, train and develop volunteers. Write and deliver initial training, identify additional training needs and outsource relevant specialist training.
- To interview and DBS check all volunteers and manage the application process.
- Provide ongoing information, advice, and supervision for volunteers.

Monitoring and Reporting

- Record outcomes of wellbeing partnerships.
- Update the Engage database and produce monitoring reports.
- Write up wellbeing case studies and success stories.
- Provide a voice in strategic contexts for those with lived experience.

PERSONAL CHARACTERISTICS

The Wellbeing Programme Manager should demonstrate competence in the following:

Ethical Behaviour: Understand ethical behaviour, ensuring your own behaviour & the behaviour of Engage volunteer is consistent with the ethos of Mustard Tree. *Please read The Mustard Tree ethos.*

Effective Communication: Listen, speak, and write clearly, using appropriate and effective communication tools and techniques.

Innovation: Strategic and creative. Develop and refine the operation of the programme.

Adaptable: To use time and resources intelligently, being responsive to varying and changing needs.

Leadership: Able to communicate vision and embed ethos. Positively influence others to achieve results that are in the best interest of the project and the people we support.

Decision-making, organising, planning, and problem solving: Understand the needs of our client group and volunteers; assess situations to determine importance, urgency, and risk; make clear decisions.

EXPERIENCE & QUALIFICATIONS:

Essential:

- Ability to communicate the values, vision and ethos of the project and charity.
- Experience in managing teams of either volunteers or paid staff.
- Understand the impact of poor emotional and mental wellbeing on a person's day to day functioning and what effective support mechanisms can be applied.
- Proven track record of supporting people who are experiencing issues with emotional and mental health and wellbeing.
- Knowledge of mental health services and referral pathways.
- Experience of engaging with a local church.
- Public speaking and/or making presentations.
- Clear understanding of Safeguarding.
- PC literate (Word, Excel, PowerPoint, Outlook).

Desirable:

- Project management or delivery of community development projects.
- Experience assessing need and risk.
- Knowledge/experience of reviewing project activity & producing monitoring reports.
- A certified Mental Health qualification/therapeutic mentoring certificate.

FOR THIS ROLE YOU WILL NEED:

To have a DBS Enhanced Disclosure through The Mustard Tree, or a portable DBS.

Citizenship of the UK or the EU or have entitlement to work in the UK.

To be able to access the Mustard Tree / Engage Befriending offices (unfortunately there is not currently any disabled access. However, this is something we are looking to address). If you would like more information about access, and anything we can try to put into place around this, please do not hesitate to contact us.

Please send a CV and covering letter to:

sue.winyard@themustardtree.org

Closing date for applications:

Midnight Monday 8th February 2021

Interview dates:

Tues 16th and Thurs 18th February 2021