**1. COMMISSION NOTICE (for general promotion)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to commission a Project Coordinator for its Change Minds project funded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Change Minds is a well-evidenced culture therapy programme using archives for mental wellbeing and social connection.

Change Minds involves people living with mental health challenges in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ area.

This shared experience of exploring mental health records over 12 facilitated workshops connects people with local history, creativity and each other so that their mental health improves.

Change Minds is a partnership between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are inviting a Project Coordinator to submit an expression of interest, based on the vision and needs of the project. For more information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**2. COMMISSION BRIEF**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to commission a Project Coordinator for its Change Minds project funded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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For more information, please visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**About the role**

The Project Coordinator will be responsible for developing, preparing and delivering a programme of 12 workshops over two phases, each with a 3-hour framework, at \_\_\_\_\_\_\_\_\_\_\_\_\_ for participants of the Change Minds project.

A cohort of up to 16 participants will spend Workshops 1-6, the research phase (Phase 1), looking at archives from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and selecting a case study to research.

Workshops 7-12 comprise the creative phase (Phase 2). This aims to support participants to build upon their research by creating a piece of art or writing as a response to what they have discovered, about the individual and themselves, guided by the Project Coordinator and one or more Creative Facilitators.

The Project Coordinator will support the Creative for these workshops.

The Project Coordinator will guide participants through the research process, introducing methods of creative interpretation such as words, images, movement and thoughts, helping the group to find creative ways to respond to the historical research that they have been doing in the previous set of workshops.

Alongside the Creative Facilitator, they will help participants to plan and prepare a final showcase of their work. This will include deciding on the creative product, which could be an exhibition, a performance or a book of writing. Then they will produce, create/ edit and present their work.

They will be supported by [*e.g. archive staff, Support* *Workers and volunteers],* and will have the opportunity to attend training in Mental Health Awareness, Reflective Practice sessions and an evaluation interview.

**About You**

You will have demonstrable experience in delivering high-quality research-based workshops.

You will have a passion for, and understanding of, the role of culture, heritage and the arts as a mental health intervention. You will also have experience of working with adults with a variety of mental health conditions, and with a wide range of abilities and backgrounds.

You will have the ability to make participants feel at ease through your personal manner and communication style. You will be well organised and committed to the role and the delivery of the project from start to finish.

**Expressions of interest**

An expression of interest form can be downloaded here.

Expressions of interest should be submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**3. PROJECT PROPOSAL FORM**

|  |  |
| --- | --- |
| **Task** | Change Minds Project Coordinator |
| **Contract** |  |
| **Reports to** |  |
| **Timetable** |  |
| **Location** |  |
| **Fee rate** |  |

**Key responsibilities**

* Delivering the research element of 12 workshops for adults with mental health issues within a Change Minds project..
* Provide and prepare materials required for each workshop.
* Provide risk assessment and mitigation factors for the workshops.
* Support participants during the workshop in developing their research ideas and creative expression to achieve outputs for final showcase events and for participants to have as a keepsake post-project.
* Informing the Project Lead of any issues should they arise and following the relevant procedures in these instances.
* Contributing to the project evaluation.

### Person specification

* Demonstrable experience of delivering high-quality research-based workshops for adults based on your own established practice.
* Knowledge of practice in improving the wellbeing of people with mental health issues.
* Experience of working with vulnerable adults, particularly those with mental health conditions.
* Ability to communicate clearly, effectively and empathetically with people with a range of diverse experiences and backgrounds.
* Be reliable and able to work to schedule, and within budget.
* Ability to inspire others.
* Enhanced DBS (Disclosure and Barring Service) clearance.
* Own public liability insurance.

Based on the key responsibilities and personal specification, please explain why you are expressing an interest in the role, your experience and what you bring to the project.

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Please outline below what you would deliver during the two project phases.

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Expressions of interest should be submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please provide contact details of two referees for whom you have delivered a comparable project with the name of the project

|  |  |
| --- | --- |
| Name and details of project/s | Contact |
|  |  |
|  |  |

**4. CONTRACT**

|  |  |
| --- | --- |
| **Task** | Change Minds Project Coordinator |
| **Name of provider** |  |
| **Name of Archives Service** |  |
| **Timetable** |  |
| **Location** |  |
| **Fee rate** |  |

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organisation) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Project Coordinator).

Based on the following agreed key responsibilities:

1. Delivering the research element of six workshops for adults with mental health issues within a Change Minds project, and working alongside the Creative Facilitator to deliver the creative workshops, in line with the project proposal (appended).
2. Provide and prepare all materials required for each workshop.
3. Provide risk assessment and mitigation factors for the research workshops and site visits.
4. Support participants during the workshop in developing their research ideas and creative expression to achieve outputs for final showcase events and for participants to have as a keepsake post-project.
5. Informing the Project Lead of any issues should they arise and following the relevant procedures in these instances.
6. Contributing to the project evaluation.

All Project Coordinator costs will be covered by the contract sum of £\_\_\_\_\_\_\_\_

**Project Terms**

I declare:

* I have read and understood the Change Minds Code of Conduct (or have separate Code of Conduct guide here).
* I have a fully Enhanced DBS Certificate (copy provided).
* I carry my own Public Liability Insurance to the value of £5m (copy provided).