Project Coordinator Job Description and Person Specification

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| **Job title** | Change Minds Project Coordinator |
| **Responsible to** | Project Manager for line management  Project Board for project delivery |
| **Responsible for** | Not responsible for staff |

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| **Role and Context** |
| **Job Purpose**  The Change Minds Project Coordinator (PC) will be responsible for the delivery of a project working with people who live with mental ill health.  The PC will:   * support and guide participants, volunteers and carers’ research into individual case records from the archives of county asylums, workhouses or other relevant institutions. * provide support for the production of creative responses, celebrations, exhibitions and publications * provide personal support to participants, volunteers and carers * manage the project blog and social media * contribute to evaluating and publicising the project outcomes. |
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| **Context**  Change Minds is a partnership project between [*partners*] which is funded by [*funder*]. It aims to engage people living with mental ill health, who would not normally interact with archives, and use these heritage resources as a means of improving their wellbeing.  The project will run from [*dates*] and is part of a national Change Minds programme. |
| **Other Job Information (e.g. any special factors or constraints)** |
| This main base for this post will be [*archive service*]. It may also require travel to other sites mainly in the project target areas of [*local region*]. |

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| **Principal Accountabilities** | |
| **Accountability** -Each statement should give an idea of **what** is done, to **what** or **whom** and with **what** result. | **Order of importance (1 = most important etc.)** |
| To be the main point of contact for participants, volunteers and carers, and provide them support for their work.  To liaise with [*archive service*] to train and advise participants, volunteers and carers so that they can carry out the tasks required in setting up and running a Change Minds workshop.  To organise provision of transport and other support to participants, volunteers and carers to enable them to take part fully in all aspects of Change Minds.  To support the wellbeing of all participants, volunteers and carers, including reporting on and managing safeguarding, risk, and health and safety concerns.  To reflect on the project and its impact on everyone involved by taking part in reflective practice and supervision sessions  To coordinate activities, including sessions, trips, celebrations, exhibitions and report progress to the Change Minds board and steering group  To monitor and record activities, providing reports to the Project Manager in order to draw down [funding body] grant and contributing to the evaluation of Change Minds outcomes.  To manage the project blog and social media and producing content to assist with project outcomes.  To provide information to any associated research team. | 1  2  3  4  5  6  7  8  9 |

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| **Person specification** | |
| **Qualifications** | |
| **Essential** | **Desirable** |
| Health / Social Care / Mental Health Support experience  Experience of managing projects  Qualifications which demonstrate a good level of literacy | Archive/historical research qualification |
| **Experience** | |
| **Essential** | **Desirable** |
| Experience of providing support to those with complex needs.  A strong and enthusiastic interest in art, culture and heritage. | Understanding of the issues around  living on low income and with mental health conditions. |
| **Skills/knowledge** | |
| **Essential** | **Desirable** |
| Effective written and oral communication skills  Able to deal with sensitive issues with tact and diplomacy  Good IT skills, including content management  Good organisational skills  Ability to travel | Driving licence |

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| **General Information**   * The job description details the main outcomes of the job and will be updated if these outcomes change. * All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures, within legislation, and with regard to the needs of the wider community. * Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns. Enhanced DBS required. * Job holders will be expected to be flexible in their duties and carry out any other duties falling within the general scope of the job, as requested by management. |