



 mind in Salford



Recruitment Pack



About Us



Charity Status

Mind in Salford is an independent charity with our own board of trustees and financial income. We are proud to have achieved the Mind Quality Mark, accredited by the charity commission.

We are a company limited by guarantee: Registered Charity Number 1156625

Our team

Mind in Salford employs over 40 individuals and gains much needed support from local volunteers. We work closely with our board of Trustees, currently with 6 members.

Our team is passionate about bringing expertise, lived experience of mental health, compassion, respect and creativity to the organisation. We work across our city through a variety of services, led by our wonderful service leads and senior management team. The work that we do is underpinned by our core values, to help us make a positive difference to the wellbeing and mental health of local people.

Our History

Since 1972, Mind in Salford has been providing mental health and wellbeing support to the local community, working to reduce mental health stigma. Our team and services have grown over the years to support more people in our local area. Throughout this we have been committed to social justice and challenging the stigma and discrimination to defend the human and civil rights of people with mental health issues.

Mind Federation

Mind in Salford is an independent charity and we are very proud to be affiliated with the Mind federation. This includes around 120 local Mind associations, as well as Mind retail. We work closely with other local Mind associations throughout Greater Manchester and campaign with those further afield to fight for better mental health nationally.

“It is a really fulfilling place to work. It’s rewarding and I feel like my skills and personality are really valued.”





Mission Vision Values

Mission

Our mission is to use fierce compassion, diverse expertise and a person centred approach, to campaign and provide radically caring, impactful services that make a positive difference to the well-being and mental health of the local people.

Vision

Our vision is to make a positive difference to the wellbeing and mental health of local people and to have a society that is compassionately supportive and respectful.

We value...

Lived Experience

Your strengths and lived experience shape and impact our work to support and fight for better mental health.

Respect

We recognise intersectionality and value our differences – we strive for equity for all.

We are...

Community Focused

Our community is at the heart of everything we do – we listen and respond with supportive expertise.

Compassionate

We are motivated by compassion and provide support without judgement to help you improve your resilience and self-care.



Why Join Our Team?



We strive to meet the mental health needs of our team. Staff members are granted an additional 3 hours per month as well-being time. You are free to take this anytime. All we ask is that you notify your line manager in advance. Your work will be centred on our core values and our 5 year strategic plan (find out more on our website under mission, vision and values).

Flexible Working

We operate a hybrid working policy. Office based roles can be split with working from home. We ask for two days minimum in the office per week. Depending on the requirements of your role, you will spend time in the local community at a range of different venues.

Our full-time hours are 37.5 hours per week. You are open to requests for compressed hours and working needs. You will be provided with the equipment needed to work virtually.

Leave

We offer generous holiday entitlement which includes 27 days holiday plus 8 days statutory days and 3 days additional over the Christmas period (pro rata). Further, an extra day annual leave for birthday. We offer paid compassionate leave to help you manage unexpected life events.

Wellbeing Benefits

Staff members are granted an additional 3 hours per month as well-being time. You are free to take this anytime. Our social secretaries organise regular well-being activities to help with staff connectedness. We like to visit local places in Salford, such as the RHS Bridgewater Gardens for foraging and walks. Another example includes mindfulness sessions led by our wonderful freelance facilitators. We listen to the activities you would benefit from.



Financial Benefits



We offer the opportunity for staff to save for their retirement through an optional workplace pension scheme. Under this scheme your salary is subject to a monthly deduction of 5% and the organisation will contribute 5% to the scheme.

Once part of our team, you'll be eligible for the sick pay scheme. Organisation sick pay will be calculated based on your normal hours of work.

Learning and Development



You will receive supervision sessions every 4-6 weeks where there will be protected time to discuss the development in your role.

We are dedicated to the wellbeing of our staff team and aim to provide a supportive and healthy environment to work.

Joining our team will automatically enrol you on to our online learning management system with access to over 5,000 courses to nurture your continued professional development.



Job Description

Job Title	Project Facilitator (Money and Me Navigator)
Hours	37.5 hours p/w
Salary	£27,596 - per annum
Contract	12 month contract
Location	Mind in Salford, The Angel Centre, Salford M3 6FA. Hybrid working is appropriate for this role.
Annual Leave	27 days holiday plus 8 days statutory days and 3 days additional over the Christmas period (pro rata). Further, an extra day annual leave for birthday.
Pension	Your salary is subject to a monthly deduction of 5% and the organisation will contribute 5% to the scheme.
Probationary Period	6 months
Reporting to	Service Lead
DBS Check Level	Enhanced

Money and Me

We know that poor mental health can make earning and managing money harder, and that worrying about money can make our mental health worse.

Money & Me aims to equip people with the understanding, self-compassion and practical tools to navigate and get around those barriers to financial wellbeing. Co-designed by people who have lived experience of money and mental health problems, alongside mental health and financial professionals, we work with individuals and in group settings.

Money & Me is a psychoeducation course that supports people experiencing mental health problems to improve their financial wellbeing. Over 8 sessions, people work with a trained mental health navigator to explore their relationship with money, set personal goals, and build a toolkit of practical strategies they can use to manage their money and mental health.

Purpose of the role

In this role as a Money & Me Navigator, you will proactively identify people with mental health issues whose lives are being impacted due to financial concerns, at places like GP surgeries and community-based organisations. Money & Me Navigators are well positioned to support those who are less likely to come forward for support or reluctant to access mental health care due to stigma or discrimination.

You will provide one to one and/or group support, using trauma informed approaches, to empower people with mental health issues whose lives are being impacted due to financial concerns. By doing this, you will support people to become more resilient and better able to deal with problems they may have in the future.

Actively seek out potential referrals and promote the service within primary care settings and the community. You will build relationships with GPs and other agencies that support people with financial concerns, for

example welfare rights services, housing organisations, faith-based organisations.

Main Tasks and Responsibilities

- Manage a caseload of clients accessing one to one support, providing goal orientated support, for up to 8 weeks to help people build their skills and resilience to take control
- To set up, develop, and facilitate group sessions for people with mental health and financial problems and deliver a predetermined course
- To work closely with the Project Manager in relation to managing caseload
- To work with clients within Money & Me in relapse prevention and to provide waitlist initiative/holding services to clients awaiting higher interventions when required
- To follow a set programme including referring people to higher levels of intervention mental health or financial when required
- To deliver the Money & Me service from various locations, such as GP surgeries, community settings and facilitate client choice to access of the service by phone, video or in person
- Ensure that client's risk is assessed, managed and supported through risk management or safety plans
- To follow a set programme including referring people to higher levels of intervention mental health or financial when required
- Ensure that client's details and case notes are accurately recorded on the Data Management system
- Use and create case studies and other evidence to provide feedback from the service on the effectiveness this has had on the clients
- Work/liase with partner agencies to ensure their involvement and support for clients, including GPs, mental health, voluntary sector and mainstream community services
- Attend meetings and events to develop networks and collaborative working as appropriate, including some strategic and planning meetings to represent the service

- Work within the framework of Mind in Salford's policies and procedures
- Promote the values, behaviours, and ethos of Mind in Salford
- Respond and report on safeguarding concerns in line with the Mind in Salford's safeguarding policy and procedure

Person Specification

	Essential	Desirable
Knowledge / Qualifications	<p>Knowledge of the issues of supporting people with a range of mental health problems, including risk assessment</p> <p>An awareness and understanding of the factors that contribute to good mental health and the importance of promoting these</p> <p>A good working knowledge of the welfare benefit system Understand the causes of severe hardship and the barriers and difficulties it creates</p>	<p>Qualification such as NVQ level 3 in Health & Social Care</p> <p>Mental Health First Aider / Champion</p> <p>Knowledge of providing debt advice</p>
Skills / Ability		

Excellent written and verbal communication skills including report writing and presentations

Good technical literacy of Microsoft Applications e.g. Word, Excel, and Access etc.

Ability to handle multiple tasks in a fast-paced environment, meeting funder requirements and tight deadlines

Creative, flexible, and imaginative approach to working with people with mental health support needs
Ability to motivate people to engage in self-help activities.
Ability to assess clients for suitability and make appropriate referrals when necessary.

Ability to identify and manage risk incidents, including acting responsibly to ensure the safety of yourself and others and a thorough understanding of duty of care and the involvement of specialist services.

	<p>To assist with actively promoting the service to both professionals and clients, to ensure that the service is filled to capacity and to encourage referrals.</p> <p>To build and maintain strong working relationships with both clinical and non-clinical staff at GP surgeries and community locations.</p>	
Experience	<p>Experience in a social care setting or equivalent</p> <p>Experience of working with adults with common mental health problems</p> <p>Experience of managing caseloads of individuals</p> <p>Experience of developing and facilitating groups</p>	<p>Experience of engaging and working with service users and partners to develop and co-produce services</p>
Behavioural	<p>Motivated, confident, and resilient.</p> <p>Open to change and able to work flexibly in line with the needs of the service/organisation.</p>	<p>Lived experience of mental health difficulties.</p>

	<p>Commitment to working in partnership with service users, management, and staff.</p> <p>Understanding of the challenges faced by people experiencing mental health difficulties.</p> <p>Demonstrate a commitment to equality and diversity in the workplace.</p> <p>Commitment to safeguarding clients and others you may meet as part of your role.</p>	
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If you would like to discuss this or any aspect of the role further, please contact Alison Watson or Markus Greenwood on 0161 710 1041.

To apply, please download the [Application Form](#) and return this to admin@mindinsalford.org.uk

Closing date: Monday 2nd December

Interviews will take place week commencing 9th December

**Mind in Salford
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