



Job Opportunity Mind in Bexley and East Kent East Kent Mind Lead

Hours:	37.5 per week (occasional evening and weekend work)
Salary:	£30,000-£34,000
Start date:	As soon as possible
End Date:	31 st March 2026 (with possible extension)
Responsible to:	Strategic and Operations Lead
Accountable to:	CEO and Board of Trustees Mind in Bexley and East Kent
Location:	Blended approach of remote working and office based with: <ul style="list-style-type: none">- At least 2 days a week at East Kent Mind, King Street, Ramsgate- 1 day a week at East Kent Mind, William Street, Herne Bay- Travel to other East Kent Mind locations including Whitstable, University of Kent and Margate

About the post

This is an exciting opportunity to join Mind in Bexley and East Kent. This role involves managing the East Kent Mind services, contracts and staff. East Kent covers Thanet and Canterbury districts and the areas of Faversham, Ash and Sandwich.

About Mind in Bexley and East Kent

We believe no one should have to face a mental health problem alone. We work to reduce the stigma associated with mental health, support people in their recovery and champion better services for all. We believe that with the right support and resources everybody can create a life that feels meaningful irrespective of the presence of symptoms.

Mind in Bexley and East Kent is a local Mind mental health charity and we offer an extensive range of support, advice and information to communities in Bexley and East Kent. The purpose and objects of the charity is 'to promote the preservation and the safeguarding of mental health and the relief of persons suffering from mental disorder'. We promote well-being and work to reduce poor mental health and the stigma associated with it. We support people in their recovery and champion better services for everyone.

We seek to meet these purposes by undertaking a wide range of therapeutic and non-clinical mental health activities within East Kent, including direct therapeutic support of individuals, advice, advocacy and recovery, and campaigning to reduce the stigma of mental health and to raise awareness of mental health issues.

General Outcomes for Mind in Bexley and East Kent residents

- People recovering from mental health conditions will sustain and enhance resilience to mental distress.
- People recovering from mental health conditions will have improved physical health.
- People recovering from mental distress will gain the confidence and motivation to engage in education, employment and/or volunteering activities.
- People participating in activities will create and own their own pathway towards and with the aim of sustaining resilience and maintaining independence

Application and Interview Dates

Closing date and time: 5pm Thursday 24th October 2024

Interview date: Friday 1st November 2024

Job Description

Mind in Bexley and East Kent

East Kent Mind Lead

Key Responsibilities

1. To manage and further develop East Kent Mind services across Thanet and Canterbury Districts and Faversham, Ash and Sandwich areas.
2. To manage the East Kent Mind staff, conducting and documenting 121s every 6-8 weeks and organising monthly team meetings.
3. To support the success of the East Kent Mind Live Well Kent and Medway contract and other contracts including supporting service development, overseeing client work and data collection, monitoring targets, writing quarterly reports and attending monitoring meetings.
4. To provide supervision for the Project Coordinator at the Kent Community Oasis Garden (University of Kent) conducting and documenting 121s every 8-12 weeks
5. To attend the quarterly KentCOG management meeting at the University of Kent in Canterbury
6. To manage and supervise the Training and Volunteering Lead for East Kent Mind, conducting and documenting 121s every 6-8weeks
7. To work closely with Revival in Whitstable
8. To organise the quarterly programme and ensure delivery of groups, workshops, courses and training across all areas
9. To promote and publicise the service including assisting with developing the quarterly activities programme (prospectus) and monthly newsletter is produced
10. To network with local services (statutory, voluntary, businesses) in Thanet and Canterbury districts
11. To work from East Kent Mind, King Street Ramsgate at least two days a week and ensure cover for Barclays use of building
12. To work from East Kent Mind Umbrella, William Street, Herne Bay one day a week
13. To oversee the petty cash, cleaning and any building issues arising
14. To ensure the development and promotion of training for staff, schools, businesses and organisations across East Kent
15. To manage safeguarding, incidents and risk
16. To ensure regular feedback from clients and use to improve services
17. To research, explore and implement improvements to the service
18. To make a positive contribution to Mind in Bexley and East Kent as a whole
19. To assist with funding applications, tenders and bids
20. To undertake any other duties and administrative tasks which may reasonably be required, as discussed with Line Manager.
21. To adhere to Mind in Bexley and East Kent policies and procedures including (but not limited to) Equality and Diversity, Health and Safety, Confidentiality, Lone Working and Safeguarding.

Person Specification East Kent Mind Lead

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet the essential criteria
Qualifications	<ul style="list-style-type: none"> • Degree level education or equivalent education or experience 	
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of managing mental health services in statutory or voluntary sector • Experience of working with commissioners • Experience of managing contracts including monitoring and ensuring targets are met • Experience of managing staff • Knowledge of best practice relating to incidents, safeguarding and risk • Knowledge of East Kent's networks and communities • Working understanding of equality and diversity 	<ul style="list-style-type: none"> • Knowledge of mental health services • Experience of developing groups, workshops and courses • Experience of co-production
Communication Skills	<ul style="list-style-type: none"> • Ability to develop positive relationships • Strong interpersonal skills • Excellent verbal, written and online communication skills 	
Administration Skills	<ul style="list-style-type: none"> • Proficiency in Microsoft Office • Experience of working with databases and management information systems • Attention to detail 	<ul style="list-style-type: none"> • Experience of working with Salesforce InForm database
Organisational Skills	<ul style="list-style-type: none"> • Ability to manage a complex workload • Ability to develop the service • Ability to manage change • Ability to develop and implement new initiatives • Ability to ensure targets and deadlines are met 	

Personal Attributes	<ul style="list-style-type: none"> • Enthusiastic • Positive • Highly motivated • Hardworking • Able to take initiative • Flexible • Able to motivate others • Able to work independently and as part of a team 	
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Application and Interview Dates

To apply please send a detailed CV and a covering letter showing how you meet the requirements of the Person Specification.

Please send your CV and covering letter to: recruit@mindinbexley.org.uk

Closing date and time: 5pm Thursday 24th October 2024

Interview date: Friday 1st November 2024