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### Job Title: Project Coordinator - LEAP

**Hours:** 35 hours a week (may include some evening work)

**Salary:** NJC Scp 20 currently £29,533 per annum inclusive of Inner London Weighting

**Location:** Open House – 13 Whitethorn Street, London E3 4DA but will be required to work across the London Boroughs of Newham and Redbridge

Mind in Tower Hamlets and Newham is a charity based in Bow, East London, delivering a range of Recovery and Wellbeing services for people with mental health needs who live in the boroughs of Tower Hamlets and Newham. Our services include Advocacy, Counselling, access to welfare advice, short- and long-term support, helping people back into employment, education or volunteering as well as group support.

Mind in Tower Hamlets and Newham has been awarded 5-year funding by the Big Lottery to deliver the LEAP Project which is an innovative and exciting initiative. The LEAP Project will provide people with lived experience of mental health the opportunity to become Community Peer Leaders. They will be trained and supported to facilitate and develop their own creative and independent social community groups within their local communities across the London Boroughs of Tower Hamlets, Newham, and Redbridge.

The organisation is now seeking to recruit a Project Coordinator for 18 months.

The successful candidate will be:

* Dynamic, creative, committed to user involvement and co-production with an understanding of the value of Peer Led groups in improving quality of life and mental wellbeing
* A self-starter who is enthusiastic, energetic and solution focussed
* Have demonstrable experience of a recovery based approach in working with people with mental health needs
* Experience of managing staff and volunteers
* Experience of coordinating projects in the Social Care/Health sector.
* Experience of delivering and developing training programmes, developing and supporting Peer Led groups and facilitating training sessions and groups
* Knowledge and awareness of the impact of mental health issues on individuals including the principles of recovery, resilience and wellbeing
* Demonstrable experience of establishing and maintaining good working relationships with provider organisations with the ability to engage with local providers and work in partnership with other agencies
* Excellent organisational and monitoring skills including the ability to plan, prioritise and manage deadlines and workloads.

The post is administratively self-servicing so good IT skills including Microsoft Office are required.

There are opportunities for training and the benefits include a company pension and 30 days annual leave.

The post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from all sections of the community. **CVs will not be accepted**

To apply please download the application pack. Please return completed application and monitoring form to: Recruitment@mithn.org.uk

Closing date for applications is: **9.00am Tuesday 8th December 2020**
Interviews will be held on **Friday 11th December 2020.**