**Job Advert – Co-Production and Engagement Coordinator – Connecting Communities**

**Job Title:** Co-Production and Engagement Coordinator

**Grade:** NJC SCP 20–26, currently £29,630 - £34,090 per annum inclusive of Inner London Weighting

**Hours:** 35 hours per week (some out of hours and evening work may be required depending on demands for the service, hybrid working available)

**Accountable to:** Operations Director – Mental Health Support Services

**Supervised by:** Service Manager – Mental Health Services

**Location:** Open House, Tower Hamlets

**About Us**

We are a local Mind Organisation, operating across Tower Hamlets, Newham, Redbridge and Havering. With 1 in 4 people experiencing mental health problems at some point in their lifetime, we have a vision of a society where people with mental health and emotional needs are accepted and included without fear of stigma and discrimination.  We work towards a society where our clients’ needs, and ambitions are supported and where people with mental health and emotional needs are free from stigma and discrimination.  We believe that everyone has the right to access comprehensive services which enables them to reach their full potential and to work towards their recovery.

We work with communities from diverse backgrounds and continually invest in building an inclusive organisational culture with diverse leaders through active Listening, Learning and Leading. We value diversity as a strength and our staff teams are from a variety of backgrounds which helps us to deliver services which are culturally aware and responsive to the needs of the diverse communities we serve. Over the last 18 months we have explored racism and the impact that this has had on the lives of our clients and staff. This has resulted in the development of our strategic objective towards becoming an anti-racist organisation (ARO).

We are looking to recruit an experienced, creative, and passionate person who will embed Co-Production across our services. This person will be responsible for the development and delivery of our engagement and co-production work, ensuring equality and diversity in access and representation.

**The Co-Production and Engagement Coordinator will be responsible for:**

* Developing Co-Production, engagement, and involvement work across the organisation.
* Facilitating Co-Production hubs locally across the borough that are accessible to clients and the local community
* Working with staff across all services to provide appropriate interventions to ensure individuals are appropriately supported to the right service and support at the right time.
* Creating new and innovate ways for clients to Get Active and contribute to the development and delivery of our services in Tower Hamlets, Newham and Redbridge.
* Conducting one to ones with staff, peer leaders and other stakeholders to connect and collaborate and to identify and develop potential leaders from within our services and the local community.
* Working with the Service Manager to co-ordinate staff and oversee day to day delivery of services, participating as necessary to ensure a high-quality delivery of services.
* Carrying out line management duties for staff and volunteers. This includes monthly supervision, appraisals and probationary reviews in accordance with Mind in Tower Hamlets and Newham’s policies and procedures .

**The ideal candidate will have:**

* To have attained a minimum Level 3 in Health and Social Care or equivalent
* Demonstrable experience of community development within multi-cultural communities
* Demonstrable and substantial experience of working in mental health services
* Working knowledge of the principles of Co-Production, involvement, and peer work within mental health services
* Experience of working with and supporting the development of Peer volunteers
* Experience of managing and setting up events, activities, and training.
* Significant experience of managing staff and volunteers

There are opportunities for training and benefits including a company pension, 30 days’ annual leave pro-rated, a comprehensive training programme, access to the Employment Assistance Programme (EAP) and Death-In-Service benefits.

This post is subject to an Right to Work Checks and Enhanced Disclosure and Barring Service Check.

Applications are strongly welcomed from all sections of the community.

**Application Deadline:** 9am, Thursday 11th August 2022

**Interviews:** 17th and 18th August 2022