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**Practitioner – Discovery college**

**Job Description and Person Specification**

**Post Title:** Discovery College Practitioner

**Salary:** £29, 996 per annum inclusive of Inner London Weighting

**Hours:** 37.5 hrs per week

(To include evening & weekends when required)

**Contract:** June 2025

**Accountable to:** Operations Director at Mind in Tower Hamlets, Newham, and Redbridge (MindTHNR)

**Supervised/Managed by:** Discovery College Service Lead.

**Locations:** Tower Hamlets, Hackney and Newham

**Closing Date:** 9:00am, Friday 15th September 2023

**Interviews:** Week beginning 18th September 2023

**Job description**

**About Mind Tower Hamlets, Newham and Redbridge**

We are a local, registered charity affiliated to National Mind. The organisation supports those with mental health issues in Tower Hamlets, Newham and Redbridge towards recovery and leading a better life.

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. 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).

**Background**

Over the last 12 months we at Mind in Tower Hamlets, Newham and Redbridge supported 1,184 young people aged 11-25 to improve their mental health and wellbeing through offering emotional, practical and peer support and to be an advocate for communities to influence how mental health services are designed and delivered. Our work with and for young people is set to expand through the development of the Discovery college.

The Discovery College is an exciting new initiative delivered in partnership between Mind in Tower Hamlets, Newham and Redbridge, Mind in City, Hackney and Waltham Forest, Coffee Afrik CIC and NHS East London Foundation Trust (ELFT). The Project will provide a more holistic offer to young people who require support with their emotional health and wellbeing and provide alternative and/or additional services to strengthen the Community Children and Adolescent Mental Health Services (CAMHS) offer in East London. This will be achieved through additional activities, information, resilience building and networking opportunities for young people. This co-produced initiative will work to increase resilience in our communities, provide alternative and additional support at a community level in line with national iThrive ambitions.

**Job summary**

The Discovery College Practitioner will utilise their knowledge/experience/practice to engage, and work alongside young people from diverse communities to co-produce the new Discovery College provision– designed by young people for young people.

The post holder will be required to support and take a lead in the operational delivery of the programme of courses delivered across boroughs, ensuring the quality and consistency of college provision across the area is maintained and ensure that young people, service users, families and staff are active partners in the co-production process.

As part of a team of 3 Discovery College Practitioners, they will report into the Discovery College lead. They will work alongside the college administrator who will provide business/administrative support for the college.

The post holder will support the development of appropriate courses, learning plans, information advice and guidance, and local procedures across services. The post holder will ensure that all performance information and other reports are provided to the directorate management team through the contract with Compass Wellbeing.

**Adopting our Organisation culture**

We have a strong reputation for delivering high quality services and achieving positive outcomes.

Our practices are underpinned by our Professional Code of Ethics, Code of Conduct, and organisational values. We expect everyone to embrace our culture, ethos and our anti-racist, anti-discriminatory and inclusive practices throughout their work.

**Key Responsibilities**

The post holder will be responsible for supporting the development of the CAMHS Discovery College designed by young people for young people, and lead on the day-to-day operational delivery of the college programme.

The post holder will be positive, energetic with a proactive approach, and have excellent communication / interpersonal skills which will enable them to support students and staff involved in the co-production of the Discovery College courses.

* To utilise youth work knowledge/experience/practice to engage, and work alongside young people from diverse communities to coproduce the new discovery college.
* To support the day -to -day running of the College programme of delivery.
* To train and support young people with lived experience as college tutors to design and co deliver courses and activities across boroughs to improve the psychological wellbeing of other young people by building resilience, challenging stigma, and promoting wellbeing.
* Engage in the development of courses and support the Discovery lead to monitor both quality and suitability.
* To support young people to access the college via enrolment process, work with young people to identify and set their own wellbeing goals through Individual Learning Plans (ILP) oversee the completion of ILP, provide IAG support for students and encourage access to wider resources.
* To assist and develop young people to access volunteering opportunities as peer leaders for the college.
* To ensure that your practice acknowledges the personal, social, cultural, and spiritual strengths and needs of young people accessing the college and that the principles of recovery, co-production, co-delivery and co-learning are embedded in all of the CAMHS Discovery College activities.
* To recognise, challenge and be responsive to stigma and discrimination of all kinds.
* To ensure all duties are carried out in a manner which promotes equity diversity and Inclusion.
* To lead on the promotion and marketing of the college programme - e.g. courses/sessions/activities across boroughs, this includes contributing to a regular and consistent social media presence, drafting posters and developing taster sessions.
* To support the Discovery college lead in the preparing of monitoring and evaluation reports to ensure the college is achieving positive outcomes and identifying gaps in provision.
* To work closely with the discovery college lead to ensure co-production is at the heart of the development and delivery of the Discovery College.
* To provide information, signposting, and support as interventions to young people accessing the college with the aim of contributing to the improvement of their psychological wellbeing.
* To ensure Safeguarding concerns are responded to appropriately in line with Safeguarding Policies.
* Keep up to date with best practice and contribute to the continuous improvement of the college and work with your line manager to assist in monitoring the quality of the college and the outcomes achieved.
* Support the discovery college lead to ensure risk assessments are in place for all Discovery College activities and venues including those run by partner organisations.
* Ensure all students attending the courses are appropriately assessed, risk assessed, monitored and supported.
* To ensure compliance with legal, ethical, regulatory, and social requirements.
* To manage personal resources and own professional development.
* To ensure that All information must be maintained within the Data Protection Act and GDPR guideline.

**General**

* Facilitate team meetings and attend other meetings as required by this service.
* Promote the service to other stakeholders.
* Attend relevant training courses to enhance professional developments, knowledge, and skills.
* Comply with, promote, and contribute to the development of MindTHNR’s: Aims and Values, Equality, Diversity and Inclusive principles and all organisational policies.
* Act as an ambassador and represent Mind in Tower Hamlets, Newham and Redbridge at external functions, events, giving talks and presentations to inform and inspire.
* Other than where central administrative support is available, to be administratively self-servicing.

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**Discovery College Practitioner**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form.

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/Training/**  **Qualification** | NVQ level 3 or equivalent standard of literacy and numeracy  And **OR**  To have attained a minimum Level 3 in Health and Social Care or equivalent youth worker qualification  Teaching/training qualification/or equivalent **OR** willingness to obtain certification. | Trained as a Mental Health First Aider |
| **Experience** | Lived experience of mental health service uses – statutory or 3rd sector – as a service user or a carer.  Experience of working with a range of children and young people in a voluntary/community/school/ college statutory sector.  Demonstrable experience of developing and managing groups, activities, training within multi-cultural communities  Experience of working within mental health related setting  Experience of implementing recovery-oriented practice  Experience of collaborative working | Experience of working with a range of children and young people in a CAMHS setting |
| **Skills & abilities** | Excellent interpersonal skill, with the ability to influence, negotiate and inspire.  Strong verbal and written communication and listening skills.  Understanding of confidentiality  Ability to work unsupervised.  Good organisational skills  Ability to promote and raise awareness of a service  Aware of the potential impact of discrimination & disadvantage on mental health and wellbeing  Able to be flexible and adapt approach according to need.  Excellent IT skills, including Microsoft Office and Database entry  Ability to use social media for the purpose of marketing/promotions | Ability to speak a second language (Bengali, Somali, Polish etc.) |
| **Knowledge** | knowledge of importance of delivering Culturally Competent Services and a commitment to ensuring this is embedded into your practice.  Working knowledge of the principles of co-production, involvement, and peer work within mental health services  Knowledge/understanding of the barriers to accessing mental health services and the inequalities that young people experience.  Knowledge of safeguarding and risk assessment or willingness to undertake training in this area | Knowledge of the range of services, support and community assets across Hackney, Newham and Tower Hamlets |
| **Personal** | Commitment to personal development and willingness to regularly update skills and experience.  Respectful approach to service users, families, carers, colleagues, and other professionals.  Personal resilience and flexible attitude in the face of difficulties |  |
| **Other** | Commitment to anti racism, anti-discrimination and equal opportunities  Willingness to adhere to MINDTHNR and ELFT mission and values.  Self-motivated, assertive and flexible (including working patterns) |  |

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