

**Mind in Haringey**

Station House

73c Stapleton Hall road

London N4 3QF

Tel: 0208 3402474

Web: [www.mindinharingey.org.uk](http://www.mindinharingey.org.uk)

Email: admin@mih.org.uk

Company limited by guarantee.

Registered in England and Wales

Reg No: 2125188

Reg. Charity Number: 801618

**Haringey Bereavement Network Coordinator**

**Salary:** £27000 (pro rata 22.5 hours)

**Responsible to: CEO**

**Based at:** Station House, 73c Stapleton Hall Road, N4 3QF / homebased

**Terms: 22.5** hours per week excluding breaks. Fixed Term 1 year contract, may be extended. **Hours:** 9am – 5pm

**Closing Date**: Monday 2nd August 2021

**Our vision is that everyone in Haringey with a mental health problem gets the support and respect they need and deserve**

Our Mission

Our mission is to support anyone in Haringey with mental health issues by listening to people, defending their rights and helping them to lead fulfilling lives.

Our Values

We listen with care, respect and reassurance to everyone we encounter

We seek to influence and improve mental health services in Haringey, raising awareness and challenging stigma and discrimination

We are committed to easy and equal access to mental health services for everyone in Haringey

We consider opportunities for collaboration when developing services

We seek continuous improvement in all we do

Join Mind in Haringey at a pivotal point in our development! We are a small but ambitious charity providing mental health and wellbeing support to the community and are seeking to recruit a Bereavement Network Worker to lead an incredibly exciting, new and innovative project that provides high quality information, signposting and guidance to our community members who have experienced loss.

You will work with a wide variety of underrepresented communities across the borough. Your work across the borough would be an outreach model which ensures that our bereavement network is available to meet the needs of our communities where they are. You will be a natural leader with the ability to reach out and embrace all community members. You will build networks within the community to support this new and vital service.

You will be responsible for the successful delivery of the Haringey bereavement network launch into the community and co-producing the design of all marketing collateral across multimedia platforms.

Methodical and well-organised in your approach, you will have significant proven experience of providing information, signposting and guidance networks, ideally within a relevant field such as mental health, advice centre or a residential setting.

Experience of and the ability to manage ‘The Client Journey’, you will have demonstrable experience of building similar networks and facilitating groups.

You will be experienced in identifying and responding to the risks and needs of the community. With an up-to-date knowledge of current mental health / wellbeing practices and legislation, you will have the ability to build and develop close and supportive relationships with other voluntary / community organisations and statutory agencies across the borough.

You will be responsible for managing, reporting and monitoring deadlines for the funder in each given timeframe.

You will have the ability to use Office 365 packages and CRM systems.

All candidates must demonstrate a commitment to the ‘Vision’ ‘Mission’ and ‘Values’ of Mind in Haringey. Successful applicants will be expected to work across the borough.

We can offer a competitive salary, offering annual progression, 28 days annual leave (pro rata and pension scheme. Access to Mind in Haringey wellbeing activities and support as an employee .

Mind in Haringey is proud to be a leader in its field and a London Living Wage Employer. We have leading edge systems for supervision, quality management and development in all we do.

**Key Responsibilities**

* To support individuals through the referral procedure, on their initial visits, during their assessment and throughout their time with the service.
* To go out and build strong links with local organizations to develop the bereavement network and support.
* Devise and implement care/wellbeing plans for each service user.
* Signpost service users to other services (both internally and externally) where relevant to ensure they are receiving support that will be most beneficial to them (depending on their needs) and the wider community. This could include access to our in-house wellbeing programs and activities.
* To support individual recovery through the use of tools such as the Outcome Star (a self-assessment tool for monitoring an individual’s journey towards change), Wellness and Recovery Action Plans.
* Work with and support project volunteers monitoring outputs and outcomes.
* Identify and research possible venues/locations for Mind in Haringey to advertise its services.
* In conjunction with other members of the team, to actively encourage user participation and involvement in the planning, development and evaluation of the wider range of mental health services and to support the work of the Service User Forum.
* To work closely with other community mental health services to develop and maintain an effective and quality service.
* To work with volunteers to assist you in delivering the service.
* Build positive relationships with appropriate voluntary and statutory sector partners in the borough, so that we build a reputation as a good and efficient organisation to work with and enhance cross-sector referrals.
* To support mental health promotion within the local community.
* To maintain service user records and collect data as required by funders to support the analysis, audit and evaluation of the service and produce other written reports as required.
* To input data onto our service user data base.
* To participate in and complete all training relevant to the delivery of the service.
* To participate in regular, line management supervision and annual appraisal.
* To maintain standards of care with regard to health and safety, equal opportunities, confidentiality, individual and personal choice.
* To work within all Mind in Haringey’s policies and procedures at all times with specific reference to the Safeguarding of Vulnerable Adults and Child Protection policies.
* Undertake any other appropriate duties relevant to the post as directed from time to time by the Operations Service Manager.

**About You**

The successful candidate will be able to demonstrate that they have the following skills, abilities or experience gained from 2/3 years’ experience working in mental health with vulnerable adults.

* Demonstrable track record of supporting vulnerable people who suffer from mental health problems (E)
* Experience of engaging in outreach work with hidden groups such as ex-service individuals (D)
* Experience working with and/or an understanding of therapeutic practices
* A passion and commitment to helping people to become independent and live fulfilling lives (E)
* Experience of working on a wide variety of tasks and successfully prioritising them (E)
* Excellent interpersonal skills (E)
* Experience of project planning (D)
* Experience of working in a not for profit environment (D)
* The ability to write in coherent English (E)
* The ability to work with a range of people (E)
* The ability to be a strong team player (E)
* The ability to work with minimal supervision, plan workloads and organise varied projects and activities (E)
* To be computer literate in a variety of software packages (E)
* You must possess good organisational and communication skills, including presenting oral and written reports (E)
* You must have strong negotiation skills (E)
* You must have a positive attitude. (E)
* You must have a commitment to equal opportunities (E)
* You must have a commitment to team working (E)

**This post is subject to satisfactory enhanced DBS clearance**