

# Job Description

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<b>Job Title</b>	<b>Wellbeing Hub Coordinator</b>
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<b>Salary Grade/Rate</b>	£19,545 per annum plus a contribution of 5% of salary to a pension scheme.
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<b>Hours</b>	28 hours per week
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<b>Annual Leave</b>	27 days per annum plus public holidays (pro rata)
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<b>Based at:</b>	The Wellbeing Centre, 23b Chester Street Mold (although the post-holder may be required to work from home and across Flintshire and on occasions Wrexham)
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<b>Responsible to</b>	Community Wellbeing Manager
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<b>Internal &amp; External contacts</b>	<ul style="list-style-type: none"><li>• Clients, staff, volunteers and directors/trustees of NE Wales Mind</li><li>• Representatives and volunteers from partner organisations</li><li>• External and volunteer activity leaders and trainers</li><li>• GPs, Occupational therapists and other professionals referring clients to the service</li><li>• Staff of Mind and other local Mind groups</li><li>• Staff, volunteers and clients other voluntary and statutory organisations</li></ul>
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<b>Aims of the post</b>	<ul style="list-style-type: none"><li>• To deliver prevention and early intervention support to people experiencing mental distress</li><li>• To promote mental and physical wellbeing by facilitating access to a range of recovery focussed activities.</li><li>• To supervise and develop a mental health and wellbeing information, advice and activities hub for the Mold area.</li></ul>
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<b>Main duties</b>	<ul style="list-style-type: none"><li>• Deliver guided self-help interventions, including Mind's Active Monitoring service and Wellbeing Recovery Action Planning.</li><li>• Carry a case load of clients and effectively manage client contact including assessments, face to face/remote meetings, signposting and admin</li></ul>
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- Support clients to access information resources
- Liaise with local primary care health providers including GPs
- Communicate regularly with clients to provide emotional support and encourage them to participate in activities and groups
- Develop and coordinate services, activities, training courses and groups at the Wellbeing Centre in Mold to meet community and service needs
- Recruit and supervise a team of volunteers
- Support peer support developments and link with community groups
- With the help of the Community Wellbeing Manager, manage any feedback or issues/complaints
- Collect and analyse information to assist with monitoring
- Promote and represent NE Wales Mind services to attract new participants through networking events.
- Work as part of the NE Wales Mind team in order to provide a quality service to all clients and contribute to wider service planning and developments.
- Attend staff meetings, individual clinical and line management supervision and participate in training, seminars or conferences as directed.
- Carry out any other duties, which are commensurate with the grade, which may be allocated by the Community Wellbeing Manager.

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**Prepared &  
approved**

August 2021

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This Job Description may be subject to periodic amendment and revision by the Board of Trustees and the Chief Executive Officer in line with the changing needs of NE Wales Mind. This will be undertaken in consultation with and with the agreement of the post holder.

This Job Description is intended to give an overview of the role of Wellbeing Advisor and Hub Co-ordinator, however the Chief Executive Officer or Community Wellbeing Manager may request tasks to be undertaken which are not specifically mentioned in this document but which are in line with the level and nature of the role.