**DUNDEE VOLUNTEER AND VOLUNTARY ACTION**

**JOB DESCRIPTION**

**POSITION:** Engagement Worker, Mental Wealth Academy

**RESPONSIBLE TO:** Team Manager, Mental Health and Substance Use

**SALARY:**  Grade 3 (£21,330 - £23,700) pro-rata

**HOURS** 28 Hours, 4-days per week

**FUNDING**: Fixed Term, 2-years

**LOCATION:** Dundee

**Job Purpose**

You will work alongside people with lived experience of mental health recovery and local organisations to support Experts by Experience with the continued development of a peer led Mental Wealth Academy for Dundee. The Academy will develop and share learning about experiences of mental health, wellbeing, and self-management by delivering:

* Peer led training
* Peer led and professionally supported research
* Pathways into accreditation and employment
* Practical coping skills and self-management techniques

**MAIN WORKING CONTACTS**

* People with lived experience of mental health challenges and recovery
* Mental Health and Substance Use Team members and other Dundee Volunteer and Voluntary Action colleagues.
* Staff, volunteers, and participants in mental health support agencies. These will include but are not limited to NHS Tayside, Dundee City Council, Dundee Health and Social Care Partnership, emergency services, national and local charities, voluntary organisations, and social enterprises.

**KEY DUTIES**

**Engagement and Involvement**

* Establish and sustain relationships with people who have lived experience of mental health recovery and with organisations having an interest in the Mental Wealth Academy
* Attract new people to the Mental Wealth Academy, and its steering group, particularly targeting people with experience of mental health recovery and underrepresented groups
* Advertise and promote the Mental Wealth Academy
* Connect interested individuals and organisations with Mental Wealth Academy developments
* Communicate Mental Wealth Academy activity both internally and externally

* Develop and deliver relevant training.

**Steering Group**

* Support the Mental Wealth Academy Steering Group. This should comprise people with lived experience of mental health recovery, and people from organisations having mutual interests in the Academy
* Support the Steering Group to develop and deliver their work programme, consistently with the Mental Wealth Academy vision.

**Academy Work Programme**

* Promote and support the active involvement of people who have experience of mental health recovery in co-producing, leading and delivering the Mental Wealth Academy mission
* Support experts by experience to identify personal development goals and gain accreditation by undertaking an Adult Achievement Award
* Support experts by experience to co-produce learning resources and gain experience in delivering and evaluating training remotely, and in communities and partner organisations including third, independent and public sector
* Support experts by experience to contribute to research projects which will inform the peer recovery activities and training aspect of the Mental Wealth Academy

**Contributing to the development and delivery of DVVA’s Mental Health and Substance Use Engagement and Involvement Plan**

* Use IT systems provided for recording, monitoring, and communication purposes
* Maintain accurate records of attendances, outputs and outcomes to evidence work undertaken and its impacts
* Actively and constructively participate in team meetings and activities
* Contribute to shared team projects and developments
* Work with others to ensure our plan and its delivery reflects the needs of individuals, organisations, and communities
* Strive to maintain good practice in co-production

**General Duties**

* Demonstrate commitment to the work of Dundee Volunteer and Voluntary Action and the Third Sector Interface. Practice and promote team and partnership working
* Work in accordance with the organisation’s policies and procedures. Pay particular attention to those relating to lone working, risk assessment, and safe guarding
* Identify any areas of risk and advise on improvements
* Contribute to quality assurance, which will ensure compliance with existing quality systems such as EFQM and Good Governance Award
* Undertake personal and professional development as required by the role

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as jobs can and do change over time. Should the duties change significantly, then the post and grading will be reviewed.

**Conditions of service**

These are set out in the DVVA staff handbook. DVVA has an equal opportunities policy and seeks to be an equal opportunities employer.

**Annual Leave**

21 days per annum on appointment increasing each year by 1 day to a maximum of 25 days, plus 6 public holidays, plus 5 days Christmas closedown. Pro-rata for part time staff.

Prepared 23/06/21

**DUNDEE VOLUNTEER AND VOLUNTRY ACTION**

**Mental Wealth Academy Project Worker - Person Specification**

This specification sets out the required essential and desirable qualities expected of the successful post holder

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| **Attribute** | **Essential** | **Desirable** |
| Education | Relevant degree level or equivalent qualification or  Minimum 3 years track record of successfully engaging and working with communities |  |
| Knowledge | * Mental Health Issues * Social Inclusion policies and agenda * Health Inequalities | * Health and Social Care Partnership Working |
| Experience | * Successful track record in community development * Design, delivery and evaluation of training courses / workshops * Planning and target setting * Establishing and maintaining effective working relationships online and in-person * Working with marginalised groups * Partnership working * Face to face working with marginalised groups. | * Supporting participants to design, deliver and evaluate training courses * Volunteering |
| Skills and Abilities | * Project management skills including planning, delivery, monitoring and evaluation * Digital training delivery * IT literate – particularly use of Microsoft Office and Teams, e-mail, and database systems * Ability to produce reports to a high standard | * Outcome focused evaluation * Digital engagement and collaboration tools – Slack, Zoom |
| Personal Qualities | * Highly motivated * Calm disposition * Resilient * Participant focused * Non-judgemental * Comfortable with collaborative working |  |
| Additional job-related requirements | Flexible working which may include evening and occasional weekend work.  Satisfactory PVG check. |  |

Reviewed 23rd June 2021