

Job Description

Job Title:	Action Towards Inclusion Project Lead
Hours (including working days)	18.75 hours per week
Salary: Pro-rata/full time/part time	£24,500 pro rata
Responsible to:	Head of Client Services
Responsible for:	Project volunteer(s)
Primary Base:	Highcliffe House, Highcliffe Court, York
Aim of the post:	<p>Jointly project manage the Action Towards Inclusion Project, with the other Project Lead, within York Mind including administration, collating monitoring information and maintaining operational systems.</p> <p>Provide long term (approx. 6 months) direct support to service users on a 1-2-1 basis supporting those most distant from work, training and volunteering.</p>
Main Responsibilities:	<ol style="list-style-type: none"> 1) Be jointly responsible for maintaining all the administrative systems required for the project 2) Be responsible for promoting the project, through attending events, sending information and creating opportunities for marketing the project. 3) Provide key worker support for individual participants facing a range of complex issues over the lifetime of the project adopting a person centred and solution focussed approach 4) To ensure referrals are appropriate for the outcomes required for this project, long term intensive support to enable people to access jobs, training or volunteering OR to support those who are currently not looking for any of the above to start looking at these options

	<p>5) Maintain clear and comprehensive project management records in line with the requirements specified by the funders</p> <p>6) Maintain good links with other agencies also providing key work and with organisations working as interventions partners on this project</p> <p>7) Coordinate appropriate interventions for each participant through partners also working as part of this project, as well as other external opportunities.</p> <p>8) To produce project reports and to liaise with the lead delivery partner around ongoing developments of the project.</p>
Main duties:	<p>A) To work within the aims and objectives of Mind</p> <ul style="list-style-type: none"> • To ensure a commitment to Quality Management in Mind working within the policies and procedures of York Mind <p>B) Management and Support</p> <ul style="list-style-type: none"> • Engage with line management, supervision, training and development as per York Mind policies and procedures. • Ability to work as part of a team and work co-operatively with colleagues • To be prepared to give and receive support from others in the team as appropriate • To attend staff team meetings and participate in the work of the team <p>C) Health and Safety</p> <ul style="list-style-type: none"> • To ensure suitable procedures are being followed to safeguard the health and safety of volunteers and service users. • The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations <p>D) Legislation</p> <ul style="list-style-type: none"> • To keep up to date with key legislation affecting the post <p>E) Administrative</p> <ul style="list-style-type: none"> • To ensure that records are kept in the required manner
Essential qualifications:	Educated to degree level or equivalent experience

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.