

Project Leader/Peer Support Co-ordinator

'Creative Options Community Project'

Background:-

Creative Options started its operation in September 2012 at Ropewalk in Derby Road. The project was started by Frances Heather who was a retired Occupational Therapist with over thirty years experience in Mental Health Services. Frances had been seriously ill and had lost her registration as an Occupational Therapist due to ill-health. Following recovery, Frances went on a 'Taste of Enterprise' course at West Itchen Community Trust'. At this time, many of the day centres were being closed and there were drastic cuts to the services in mental health. It was then, that Frances had the vision to start 'Creative Options Community Project'. Whilst on the 'taste of enterprise' course Frances learnt of Unltd who give grants to start up projects. She applied and won some funding to start the project and was successful. Thus, a drop-in was formed to meet twice a week – one day a week at West Itchen Community Trust Building in Derby Road, and another day at Shirley Warren Community Centre. The drop-in at Shirley Warren was not well supported and closed in January 2013. Further funding was secured via. the local Community Chest. Frances applied for and was successful in achieving a place at the Hampshire School of Social Entrepreneurs which also had a grant from Lloyds Bank. In May 2014 the project was successful in achieving 'Big Lottery' funding via. the 'Awards for All'.

In January 2013 a baking project was started one day a week. The baking club met weekly at the Warren Centre initially and moved to Challis Court in March 2013. The baking project moved to Central Baptist church in October 2013. The aim was to start an afternoon tea service. A number of people were put through food hygiene NVQ level 2 training.

In the summer of 2013 the project was approached by the Third Age Centre to ask if it was possible to provide a buffet service for training courses. The baking group started to provide a buffet service with those who had been trained. Thus, 'tasty options bakin' company', was formed.

The longer-term vision was to start a cafe run for and by service-users. This vision was shared and the Managers of Southampton Day Services invited 'Creative Options' to come and run the day centre cafe at Sembal House which had been closed for some time. A new company called 'Tasty Options Bakin' Company' was incorporated to cover the buffet activity and to run the cafe. The cafe was opened in January 2015 and ran for a trial period of 3 months. Six people with lived experience of mental health issues were employed and up to 14 volunteers involved. Unfortunately, due to the restrictions on referrals to the day centre, the customer base was restricted. Mental health service users were not welcome to use the cafe unless they were considered to have 'significant' need and were referred and eligible to receive direct payments to use the centre. The service user staff were not allowed to use the centre when not on duty. The need to be able to pay people at least a minimum wage coupled with the restriction on customer base and a fee of £25 being charged per day to run the cafe, meant that the cafe became unviable. Thus, sadly,

the cafe had to close in March 2015. However, the project still received demands for its buffet service which continues to this day.

It is recognised that the vision for the cafe has been the specific vision of the current project director. It is recognised that this aspect of the work could only carry on if someone wished to continue to pursue this aspect of the project. For now, it is essential that the core activity of running the drop-in is supported and the work of 'Creative Options Community Project' in supporting mental health in the community is not only maintained, but expanded. The desire to run a cafe run for and by service-users remains. However, it is recognised that to do this there would need to be a suitable base and such a development would require a large amount of funding and much collaboration with other organisations to make this possible.

The following job description describes the requirements to run 'Creative Options Community Project' and does not require the Project Leader to run 'Tasty Options Bakin' Company Ltd. However, if the proposed project leader wishes to, they may apply to take on the role of Director of the Company if they wish to do so. 'Tasty Options Bakin' Company Ltd.,

If the proposed Project Leader decides that they would like to take on the work of 'Tasty Options Bakin' Company Ltd., they may do so. However, they do need to know that the organisation is a 'not-for-profit' organisation and is in existence to provide profit which is to be ploughed back into 'Creative Options Community Project for the benefit of all. (see separate job description)

Project Leader/Peer Support Co-ordinator

Leadership role:-

To strategically manage 'Creative Options Community Project' as a viable and ongoing project on behalf of the Trustees and elected committee to ensure its continued success.

To be able to oversee the project and ensure that it meets its specific aims as outlined in the constitution and detailed in the business plan

To report to the Trustees and the elected committee with regard to the execution of the work of the charity.

To manage 'Creative Options Community Project' as a Registered Charity, (once Registered)

To comply with the Charity Commissioners regarding all aspects of running a charity including:-

Working with the Trustees and the elected committee to ensure the provision of annual reports, accounts etc., as required.

To report, on a regular basis to the Trustees of the project to ensure the activities comply with the aims.

To support the Trustees and the elected committee in ensuring that the meetings are arranged in accordance with the constitution.

To work with the Chairperson and ensure that bi-monthly meetings are arranged to be convenient to the Trustees and other elected officers – vice-chair, secretary, treasurer and book-keeper.

To ensure that the elected Chairperson arranges an Annual General Meeting together with the Trustees and committee and that all vacant positions are advertised according to the requirements of the constitution i.e. 21 days before the A.G.M., amongst the relevant members.

To ensure that the date of the A.G.M. is publicised amongst the members.

To provide an annual report to be read out at the A.G.M.

It is envisaged that the Project Leader will attend the meetings of the organisation for the purposes of reporting on the work of the organisation, but will not have voting rights. Any discussion pertinent to the Project Leader's role at meetings may require the Project Leader to leave the room whilst the discussions take place. (See Constitution).

Financial Management:-

To ensure adequate funding is available for the project by working closely with the Trustees and elected committee in raising funds by:-

- a) Grant applications
- b) Fund-raising activities

To research the availability of suitable grants for aspects of the project and to discuss potential grants with the Trustees.

To liaise with the Trustees regarding grant monies

To apply for grants for the project – well in advance of funding ending i.e. minimum of 6 months before funding ends.

To oversee the management of successful grant applications

To manage grant monies and ensure the expenditure fulfils the requirements of what the monies were provided for.

To fulfil requirements of grants and complete any monitoring forms and give required reports

To oversee the finance of the project by:-

Ensuring accurate financial records are kept by the elected Treasurer

Overseeing the preparation of the spreadsheets in conjunction with the elected Treasurer

Preparing and managing cashflow forecasts in conjunction with the Treasurer

Overseeing the recording of attendance fees and income for food and activities.

Overseeing and ensuring that the petty cash and main account ledgers are kept up to date by the elected book-keeper

Overseeing and ensuring that the monthly ledgers are typed up and kept by the elected Treasurer

Ensuring the submission of the accounts annually to the auditor.

Working in conjunction with the elected chairperson, to ensure that an annual report is written and sent into the auditor to accompany the annual accounts.

Liason Role:-

To liaise with other voluntary organisations and especially organisations particularly pertinent to the successful running of the project including:-

Southampton Voluntary Services, The Mental Health Forum, Healthwatch City Council, Third Age Centre

Attending appropriate meetings to liaise and co-ordinate with others i.e. Equalities Reference Group (bi-monthly meeting)

Liasing and negotiating room hire for activities at premises

To liaise with the media – press i.e. Echo and organise press releases i.e. for special events.

Planning role:-

To strategically manage and plan the activities of 'Creative Options Community Project' and monitoring how the activities engaged in are meeting the need

To monitor both the current and future plans for the development of 'Creative Options Community Project' and address the overall vision as outlined in the business plan and adjust accordingly to fit in with current priorities.

To identify by researching, current unmet need which 'Creative Options Community Project' may be able to address – according to the longer-term aims as set out in the original business plan/vision

To monitor potential future developments including:-

Development of drop-in with cafe, expansion of lunch provision from snacks to a hot snack/meal.

Development of a new 'meal of the month' cooking club

More groupwork, 1-1 work required.

More special days i.e. suicide prevention, health awareness etc.,

an evening club (for those who need support who currently cannot come to activities during the day)

a weekenders club (i.e. on a Saturday afternoon)

a club for people with mental health issues over 60 (i.e. a Sunday afternoon)

To identify areas where development or expansion needs to take place

To identify what resources are needed for development in terms of:-

Manpower – paid or voluntary

Resources – room hire, transport, equipment, consumable resources

Identifying ways of resourcing such development by:-

Recruiting service users to help deliver the service

Identifying grants which may be applied for to fulfil such development

People management:-

To manage part-time staff, paid and voluntary on behalf of the Trustees and the elected committee.

To maintain and support volunteers

To recruit volunteers via. advertising on 'do-it website' and co-ordinating with the Southampton Voluntary Services

Identifying potential volunteers amongst service user contacts

To support and mentor staff

To ensure adequate training where required and to ensure their training is up to date

To ensure that any specific training is provided i.e. food safety, health and safety, fire safety etc.,

To research where the training can be provided and identify where it can be provided free of charge i.e. courses run by Southampton Voluntary Service and free training available i.e. online.

To ensure that there is adequate funding to provide for any specific training needed

To encourage and to support the staff and volunteers in using their skills to the benefit of those who attend.

To encourage the service-users to use their skills to share with other service users as part of the ethos of 'Creative Options Community Project'

To foster good relationships between service users and encourage mutual support

To support the service-users in their ideas for both their personal development and what they wish to do to help towards the project

To support service-users in developing new ideas and activities

To involve service users in plans for the project at the bi-monthly meetings

To encourage, foster and develop fund-raising ideas amongst the service-users and volunteers.

Resource Management:-

To ensure that new ideas and activities are adequately resourced in terms of manpower and resources.

Identifying where extra resources and/or finance is needed to develop those activities in conjunction with the service users

Monitor the use of resources and to ensure scarce resources are used appropriately and waste kept to a minimum.

To make decisions regarding the upgrading/repair/ replacement of equipment.

To make purchasing decisions with the current chairperson/committee members in relation to the requirements of the project.

Managing service-users

Ensuring that there is adequate information about people using the service by:-

Ensuring full name and contact details are obtained as soon as possible

Completion of the referral, self-referral and risk assessment as soon as possible – (after 2/3 attendances)

To ensure the service-user's individual needs are identified and met where possible

To monitor how service-users are benefitting from the service

To monitor service user's needs

To liaise with service-users carers, relatives and friends where required

To report any concerns to the service user's care workers, co-ordinators, family etc., as appropriate

To take appropriate action if a service-user is unwell either physically or mentally by:-

Contacting their keyworker, care coordinator, G.P., family, friend or medical services as appropriate.

Policy Management:-

Have a working knowledge of all policies kept by 'Creative Options Community Project'

Ensure policies are kept up to date

Ensure adherence to policies

Issuing self- referral forms to those who self-refer (usually after 2/3 visits)

Issuing risk assessment forms to service-users to pass on to their care-coordinators.

Issuing referral forms to care co-ordinators, social workers etc., who want to refer people to the project (usually after a person has attended for 2/3 times to ensure they really want to continue to attend)

Ensuring risk assessments are filled in by the appropriate person

Ensure the referrals and risk assessments are kept in the locked file according to data protection policy

Read and thoroughly review all referrals on a regular basis

Health and safety role:-

Thorough working knowledge of the health and safety policy

Ensuring staff and volunteers are familiar with the health and safety policy

Ensure safe practice of all staff and volunteers

Ensure thorough risk assessment for activities

Monitor the safe use of equipment; especially i.e. craft tools and cooking equipment.

Ensure that staff are adequately trained and where appropriate, sent on courses regarding Health and Safety at Work, Fire Safety etc.

Ensure adherence to the COSH regulations in the storage of hazardous substances in the store cupboard.

Publicity role:-

To ensure that the website is kept up to date by the Internet cafe supervisor and/or the website manager

To ensure that an up to date programme is available, both in hard copy and online on the website

To oversee the publication of newsletters (currently twice a year)

To co-ordinate the production of flyers to advertise special events and groups and ensure the adequate dissemination of this information

Requirements of the Post:-

Essential:-

DBS clearance (enhanced)

Knowledge of and some experience of mental health issues

Knowledge of the voluntary sector

Experience of working with people

Enthusiasm

Ability to draw people together and foster mutual co-operation and support

Equipping people and encouraging people to use their skills

Ability to mentor and encourage staff and service users

Good organisational skills

Ability to delegate

Good interpersonal skills

Good communication skills

Computer skills

ability to work with groups

ability to work 1-1 with people

Crisis management

Willingness to give some time voluntary to the project*

Desirable:-

Personal experience of mental health issues either by lived experience or working with mental health or both

Personal skills to share i.e. creative skills, group work experience, therapeutic skills

Experience of applying for and managing grant applications. However, training can be given in this aspect.

Training/ experience in safeguarding, health and safety, fire safety etc.

Further training needs will be identified and training organised for the suitable applicant by 'Creative Options Community Project'.

Hours required for the Project Leader/Peer Support Co-ordinator

Current funding is for 4 hours per week paid at a rate of £9.00 per hour. In reality, because of the nature of the work the Project Director is likely to give more hours to the project. This is to be reflected in future grant applications. It is envisaged the hours should increase to 6 paid hours per week and be paid at a rate of £10.00 per hour in future, following successful grant applications. The time will be spent according to the discretion of the Project Leader appointed.

It is envisaged the person appointed will spend at least 2 hours of this supporting the main drop-in 'hands on'. Also to spend at least 1-2 hours supporting and visiting sessions run by volunteers and service-users to ensure the smooth running of those groups, and/or doing group work, leading a specific activity and doing 1-1 work with people as required. Some of the time will need to be spent on management, liaison and doing necessary paperwork.

Remuneration:-

'Creative Options Community Project' is a voluntary organisation and does not make enough money to pay a salary. The post is, therefore, grant funded.

Funding:-

Current funding is available for a short-term contract for 40 weeks as from 1st September 2015 – 4 hours per week @ £9.00 per hour. The current funding lasts until May 31st 2017, after which other funding needs to be secured for the role. The role does not include payment for sickness, other absence or holiday pay. However, due to the nature of the role, the Project Director is likely to often spend more than 4 hours a week working on the project and such time may be taken back as 'time in lieu' according to the discretion of the Project Director, in conjunction with the Assistant Director according to convenience.

The ongoing funding needs to be secured by 15th March 2017 (12 weeks prior to the current funding ending).

Future funding for the Role:-

Funding is being sought to employ a Project Director for an extended time 6 hours per week paid at the increased rate of £10.00 per hour – sessional pay only – as and from the end of the current funding period which ends at May 31st 2017. The need

for the extra 2 hours and increased remuneration is to reflect the needs of expanding the role together with the expansion of the project and the increased responsibility required. The remuneration rate is to reflect this expansion.

The role does not include payment for sickness, other absence or holiday pay. However, due to the nature of the role, the Project Director is likely to often spend more than 6 hours a week working on the project and such time may be taken back as 'time in leu' according to the discretion of the Project Director, in conjunction with the Assistant Director according to convenience.

Funding is worked out on the basis of 48 weeks of the year, excluding the 4 weeks of August, during which the project has been closed. The project is closed over bank holidays. However, the payment does cover bank holidays when the project is closed and the two weeks the project is closed over the Christmas period, (usually two weeks – closed Christmas week and the 1st week of January). However, in future the opening and closing hours of the project will be made according to the discretion of the Project Director in conjunction with the committee and according to the direction and guidance of the Trustees.

National Insurance Contributions are not required either by the organisation or the individual concerned because the payment falls below the lowest level requirement.

Role Advertisement:-

The role will be advertised for this post initially through the CMHT's Solent Mind, NHS, City Council and voluntary sector organisations.

The role will then be advertised publically in the newspaper and the jobcentre

Interested parties should apply to the current Project Director in the first instance by contacting Frances Heather on 07850189069 or frances.anne@btinternet.com

Interview Panel:-

An informal interview will take place at which the following people will be on the panel.

At least one Trustee of the Project

The current Project Director

The Assistant Director

2 service-users who are committee members

The decision on who to appoint will be made after thorough discussion with the interview panel. The applicant will be informed in writing within ten days of the interview.

The newly appointed Project Director will then take over the role 1st September 2016 but still be supported by the current Project Director as long as is deemed necessary.

FAH/JULY 2016