

# Arts and Minds Development Worker

Job Description and Person Specification



# Job Title - Service

<b>Hours</b>	Part time (21 hours per week)
<b>Leeds Mind Grade</b>	Leeds Mind Grade 4 £31056 (pro-rated 21 of 37 hours)
<b>Contract</b>	Permanent
<b>Location</b>	Clarence House, Horsforth, Leeds, LS18 4LB with limited travel across Leeds and surrounding areas
<b>Annual Leave</b>	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years (which would be pro-rated)
<b>Pension</b>	3% employer contribution, 5% employee contribution, enhanced by salary exchange
<b>Probationary Period</b>	6 months
<b>Reporting to</b>	Operations Manager
<b>DBS Check Level</b>	Enhanced

## Introduction

Leeds Mind is the city's leading mental health charity. We have faith and optimism in the people who access our services and so delivery is built around their needs. We support the people of Leeds West Yorkshire to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health difficulties. Our values of Being Open, Supportive, Brave, Connected and Resourceful are pivotal to the work we do.

Arts & Mind's mission is to champion the vital role of creativity in promoting inclusion, recovery and mental wellbeing, with the active involvement of Arts & Minds members and partners. This post will be key in helping us achieve that ambition. Leeds Mind is one of our partners and will host this exciting post.

[www.artsandmindsnetwork.org.uk](http://www.artsandmindsnetwork.org.uk)

Arts & Minds is an NHS initiative and is part of Leeds and York Partnership Foundation Trust (LYPFT)

## Belonging at Leeds Mind

Leeds Mind is committed to creating an inclusive environment – equity, diversity and inclusion are at the heart of everything that we do.

We are committed to ensuring that our colleagues, volunteers and people who access our services feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

By creating an inclusive environment that fosters belonging, we aspire to attract colleagues and volunteers who offer diversity of experience and thought. We believe this will ultimately improve the service we provide as well as the employee and volunteer experience.

To find out more about how we are developing this you can click [here](#).

## Purpose of the role

This post aims to build the capacity of Arts & Mind's membership to utilise the arts in supporting recovery focused care and promoting mental wellbeing. We see this as happening through a structured approach that builds our member's understanding, confidence, skills, and knowledge of the processes and principles involved in creative health engagement. This includes the need for service user involvement and empowering working practice. We envisage that this will happen through a community development approach that provides a range of information, advice, resources, and opportunities to our members.

## Main Tasks and Responsibilities

- To provide information and advice to members of Arts & Minds network related to arts initiatives and opportunities.
- To maintain the Arts & Minds website (WordPress) with up-to-date information on creative opportunities, resources, and publications.
- To publish a quarterly printed and online newsletter that involves contributions by members with the support of Arts & Minds volunteers.
- To co-ordinate social media communications and e-bulletins to members with the support of Arts & Minds staff.
- To assist with PR and publicity of Arts & Minds including producing press releases and designing promotional literature with the support of LYPFT communications department.

- To attend quarterly contract review meetings with the host organisation (Leeds Mind) and to provide quarterly reports on progress towards project outcomes.
- To co-ordinate four Arts & Minds events per year at arts, culture and community venues to provide Arts & Minds members the opportunity to socialise, be creative together, link up with groups and creative opportunities, and feedback on the development of Arts & Minds.
- To support the co-ordination of an annual exhibition of Arts & Minds member's work.
- To run a monthly creative group where members can share creative skills / take part in a creative workshop and discuss ideas they would like to develop.
- To respond to member's feedback for development ideas by linking them up with arts organisations, or other appropriate developmental methods as resources permit.
- To implement procedures to monitor progress and write evaluation reports as appropriate (e.g. of creative sessions and events).
- To write funding applications when appropriate for identified developments.
- To manage and monitor a project budget.
- To liaise and network with external agencies including funding bodies, client groups and partners to develop and maintain relationships.
- To support Arts & Minds work within LYPFT services to increase their capacity to incorporate creativity into their work.
- Supporting and supervising volunteers

## Organisation

- Participate in 1:1s, performance and development, including Leeds Mind compulsory training programme
- Attend and participate in service/team meetings
- Work within the framework of Leeds Mind's policies and procedures
- Promote the values, behaviours and ethos of Leeds Mind
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure
- Undertake any other reasonable duties as and when required



# Person Specification

## Person Specification

	Essential	Desirable
<b>Knowledge/ Qualifications</b>	<ul style="list-style-type: none"><li>• Clear understanding of the role and focus of Arts &amp; Minds.</li><li>• Knowledge of key roles of community, voluntary and statutory sectors related to creative health.</li><li>• Knowledge of different funding streams.</li><li>• Knowledge of ICT packages including Photoshop, InDesign or similar packages.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• A minimum of 2 years' experience of working in a similar position.</li><li>• Experience of project co-ordination and development, organising events, including administration.</li><li>• Experience of budget management.</li><li>• Experience of writing funding applications and evaluation reports.</li><li>• Experience of working with a range of different partners including funding bodies and client groups.</li></ul>	<ul style="list-style-type: none"><li>• Experience of receiving mental health services.</li><li>• Experience of working in voluntary and/or statutory mental health services.</li><li>• Experience of emotional distress.</li><li>• Experience of working with groups who have mental health needs.</li></ul>



Behavioural/Skills	<ul style="list-style-type: none"> <li>● Excellent communication and interpersonal skills.</li> <li>● Administrative skills.</li> <li>● Ability to establish strong partnership working relationships and utilise a wide range of networks.</li> <li>● Commitment to working with people receiving and providing mental health services.</li> <li>● Commitment to promote mental health and challenge stigma through the arts.</li> <li>● Ability to work autonomously and as part of a team.</li> <li>● Positive approach and self-motivated.</li> <li>● Ability to work in a facilitative and supportive way.</li> <li>● Ability to prioritise workload and plan own time.</li> <li>● Ability to write evaluation reports, bids etc.</li> <li>● Ability to work to tight deadlines.</li> <li>● Knowledge of ICT packages including Photoshop, InDesign or similar packages.</li> <li>● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful.</li> <li>● Open to change and able to work flexibly in line with the</li> </ul>	<ul style="list-style-type: none"> <li>● Lived experience of mental health difficulties.</li> <li>● Web software administration skills.</li> <li>● Ability to use both mac and PC computers.</li> </ul>
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	<p>needs of the service/organisation.</p> <ul style="list-style-type: none"><li>• Commitment to working in partnership with service users, management, and staff.</li><li>• Understanding of the challenges faced by people experiencing mental health difficulties.</li><li>• Demonstrate a commitment to equality and diversity in the workplace.</li><li>• Commitment to safeguarding clients and others you may come into contact with as part of your role.</li><li>• Ability to travel.</li></ul>	
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