

Role description Community Strength Coordinator

Responsible to

Chair of Trustees Eight Bells for Mental Health

Role

Facilitate and support the community strength project. Develop a volunteer network, keeping them focused and motivated. Secure engagement across a range of stakeholders.

Specific responsibilities

Recruitment and development of volunteers.

Supporting volunteers to work with communities and individuals with a wide range of social, emotional or practical needs with focus on improving physical and mental health and wellbeing.

Working with existing volunteers, helping them transition to new ways of working.

Assessing training needs of volunteers, encouraging them to engage with training opportunities.

Collection and management of data, designing appropriate methods of capturing client outcomes

Developing and co-producing performance reports and press releases.

Managing training, safeguarding and administration of volunteers.

Supporting and encouraging volunteers to:

- Implement an asset based community development approach. Identify community assets and empower the community to build on assets available person, place or thing.
- Develop strength based conversations (i.e. restorative practice, health coaching) to empower people.
- Help individuals to access local services and groups.
- Provide active signposting to people or groups who face barriers in accessing local services (e.g. lack of confidence, or knowledge).
- Help people stay well, independent and safe in their homes.
- Proactively engage and connect with Social Prescribing Link Workers.

Work with a range of stakeholders to build social and community networks across West Berkshire.

Additional tasks as required to support the work of the project.

The Community Strength Coordinator will be employed for 30 hours per week, it is anticipated that this will involve both office and fieldwork.

This new role will work in parallel with the existing Eight Bells service..It is anticipated that the Community Strength Coordinator will work with the Eight Bells Coordinator, Trustees and Volunteer Peer Mentors, to explore common aims, shared values, resources and initiatives.

Skills abilities and personal qualities required

Effective verbal and written communication skills.

Calm under pressure and able to work independently.

Able to manage own workload and manage competing demands.

Good administration skills, flexibility and enthusiasm.

Willing to engage with Eight Bells values by finding strengths and helping people to change their own lives.

Understand the principles of strength based conversations and asset based community development.

Able to work across a range of diverse groups and individuals including Volunteers, Peer Mentors and Trustees

Willing to promote equality and ensure that everyone associated with the project is treated with fairness and dignity.

Willing to comply with Eight Bells health and safety policies, procedures, and rules.

Desirable knowledge and experience

Recruitment and support of volunteers

Management and leadership

Administration

Asset based community development

Evidence based report writing

Equality Statement

Eight Bells is committed to promoting a diverse, inclusive workplace and volunteer community where we can all be ourselves and succeed on merit. Eight Bells offers a range of inclusive policies, flexible working arrangements, staff and volunteer development opportunities for individuals from all backgrounds.