

Tel: 0151 291 8010  
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30 September 2009

Dear Applicant

**POST OF PROJECT WORKER – SKILLS FOR LIVING PROJECT**

Thank you for your enquiry regarding the above post. Please find the following documents enclosed:-

- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Equal Opportunities Statement
- Project Information

The closing date for receipt of completed applications is 5.00pm on **Friday 23<sup>rd</sup> October 2009**. Interviews will be held the week beginning the 2<sup>nd</sup> November.

If you have not heard from us by **30th October** please assume you have not been shortlisted for interview on this occasion and accept our thanks for your interest.

Successful applicants will be required to undergo an enhanced Criminal Records Bureau disclosure check.

**Please return completed application forms to :-**

The Chief Executive  
Netherton Feelgood Factory  
Glovers Lane  
Netherton, L30 5QW

Yours sincerely

**Sandra Duncan**  
*Chief Executive*

## **Information – Skills for Living Project**

The Skills for Living Project is a five-year development scheme funded by the Big Lottery until June 2012. The aim of the project is to develop a range of services that will be integral to the overall programme of the Feelgood Factory and will help people to develop the basic skills they need to promote their mental well being. The project is not a counselling service: we aim to work mainly with individuals through supportive groups and activities to find the best ways of enabling people to protect themselves against the stresses and strains of everyday life.

In its first two years the Skills for Living Project has developed a range of programmes under the following themes:

1. Workshops to promote coping strategies such as stress management, confidence development, relaxation and positive thinking.
2. Groups to combat social isolation.
3. A community volunteer training programme to increase awareness of mental health problems.

Some of these programmes have been developed and run by the Project Worker or other Feelgood Factory staff; others have been led by sessional workers.

In addition to the group work, the Project Worker is also responsible for a limited degree of individual screening and support of service clients.

In the next year or so the Skills for Living Project will further develop the work it has begun but will also seek to develop more innovative methods for working with harder-to-reach groups. We are also setting up a befriending programme that will provide a degree of individual support for people in their own homes and it will be expected that the new Project Worker will be involved in this activity.

Skills for Living is an exciting project that has already made a big difference to the lives of many local people.

For further details about the Feelgood Factory and its services please visit our website:

**[www.feelgoodfactory.org.uk](http://www.feelgoodfactory.org.uk)**

***Sandra Duncan – Chief Executive***



## Job Description

<b>Job Title:</b>	Skills for Living Project Worker
<b>Salary:</b>	£22,755 p.a. (pay award pending)
<b>Hours of Work:</b>	35 per week
<b>Reports to:</b>	Older & Vulnerable Persons Manager
<b>Location:</b>	Netherton Feelgood Factory
<b>Responsible for:</b>	Sessional Workers, Volunteers

This post is funded by the Big Lottery Fund's Well Being Programme until the end of June 2012

### Job Purpose:

- To take the lead in developing and promoting the Feelgood Factory's new Skills for Living Project to help people experiencing mild to moderate mental health difficulties develop coping strategies
- To identify and co-ordinate appropriate programmes for people experiencing mild to moderate mental health problems
- To manage budgets and finances within the areas of responsibility
- To work with the wider team of Feelgood Factory to implement the organisation's aims and objectives

### Main Duties & Responsibilities:

- To work with the steering group to develop systems and services to achieve the objectives of the Skills for Living Project
- To undertake consultation and monitoring to ensure that services and programmes provided meet service user needs
- To take a lead in developing a training programme for volunteers on the project and to assist with the recruitment and support of volunteers
- To work with sessional workers to develop and run new and existing programmes to help people develop psychological coping strategies, in particular through the implementation of the principles of Cognitive Behaviour Therapy
- To liaise with workers at the Upstairs@83 mental health drop-in service in Bootle to ensure a co-ordinated approach to service delivery
- To manage and support sessional workers

- To provide a comprehensive assessment ( including risk), identifying needs of individuals referred to the programme
- To identify and utilise a range of assessment tools and psychometric measures as necessary
- To signpost people with mild to moderate mental health problems to appropriate services, both those provided by the Feelgood Factory and those provided by external agencies and facilitate access
- To monitor individual progress over an agreed period of time
- To produce and present written reports for the steering group, funders, the Chief Executive and the Board of Trustees
- To network and liaise with local statutory mental health services, community groups and other agencies in order to develop effective working relationships
- To co-ordinate and work closely with defined partners in order to achieve joint delivery of project outcomes
- To represent Feelgood Factory at external events
- To undertake other tasks, as directed by the Chief Executive or Board.

It is the nature of the work of Feelgood Factory that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by Feelgood Factory's policies with regard to Health and Safety, and Equal Opportunities. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners

*Revised September 09 (SAJD)*

## PERSON SPECIFICATION

### Skills for Living Project Worker

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications &amp; Training</b>	Degree or equivalent in relevant discipline		Application Form
		Training/experience in CBT or counselling	Application Form & Interview
<b>Knowledge, Skills, Experience</b>	A minimum of 2 years experience of working within a mental health setting		Application Form & Interview
	Knowledge of mental health, types of mental health and the impact upon service users and carers		Application Form & Interview
	Evidence of inter-agency working and collaboration		Application Form & Interview
	Knowledge of statutory and non statutory support services		Application Form & Interview
	Knowledge of National policies in Mental Health		
		Experience of managing budgets and finances	Application Form & Interview
		A good knowledge of the Community and Voluntary Sector	Application Form & Interview
		Experience of managing and motivating staff and volunteers	Application Form & Interview
	Experience of assessing, planning and evaluating packages of care for service users		Application Form & Interview
	Ability to recognise the need for further mental health/ psychological assessment		Application Form & Interview
	Excellent presentational and interpersonal skills		Application Form & Interview

		To be able to use and have experience of using Information Technology	Application Form
	Excellent written and verbal communication skills with the ability to relate to people at all levels		Application Form, Interview
	Ability to facilitate groups and deliver training		Application Form & Interview
	Ability to recognise discrimination in its many forms and put equal opportunities policy into practice		Application Form & Interview
	A good knowledge of health and safety issues		Application Form & Interview
<b>Other General Competencies</b>	Ability to manage time and self effectively and to meet deadlines		Application Form
	Ability to work as part of a team and under own initiative		Application Form & Interview
	Willingness to work in a flexible way in line with the requirements of the post. This may involve some evening and weekend work		Application Form & Interview

Sept 07 (SAJD)