



## JOB DESCRIPTION

**Job Title:** Project Lead – Connect and Change for Better Mental Health  
**Accountable to:** Operations Manager  
**Hours:** 22.5 hours (3 days)  
**Qualifications:** Counselling qualification and accredited by BACP or UKCP  
**Location:** EACH Brent office, including outreach work across the borough  
**Contract:** Permanent, subject to continuous funding

### 1. MAIN PURPOSE

- To lead on and ensure the effective establishment and delivery of a mental health counselling, outreach and support project (Connect and Change) in the London Borough of Brent to BMEs, specifically South Asian, African-Caribbean, Tamil and Somali
- Provide direction, supervision (managerial and clinical) to members of the team, including Support & Engagement worker, peers, volunteers and trainees alongside a supportive role to other project leads
- To engage with stakeholders and partners to promote the project and ensure its learning is shared

### 2. MAIN TASKS AND RESPONSIBILITIES

#### 2.1 Project co-ordination

- Lead on the development, co-ordination and delivery of Project Connect & Change programmes and activities
- Establish and maintain referral pathways and partnerships, including attending forums and meetings
- Lead on and ensure development of peers, volunteers and trainees and their on-going support
- Ensure the project is on track to meet its intended outcomes, including through service planning, reviews and team support
- Oversee data and record keeping, review and provide regular project reports

#### 2.2 Clinical and Management of BME mental health project

- Carry out assessments, deliver 1:1 counselling and group work to clients
- Recruit, induct, support, supervise and manage the work of a diverse team of volunteer counsellors and trainees
- Provide case management, including referrals, allocations, reviews and discharges, and responses to risk management and safeguarding as per EACH's policies
- Provide team leadership, including team meetings, briefings, supervision, work plans, appraisals and performance management



### **2.3 Development**

- Draw out and share the learning from the project to inform policy and practice, and service development
- Raise awareness of the project; identify and present in appropriate forums, networks, meetings etc. emerging needs and gaps in meeting the needs of the BME community with mental health issues

### **2.4 Quality Assurance**

- Facilitate and collate the results of on-going evaluation of project, including stakeholder appraisals, client feedback and exit interviews.
- Ensure compliance with EACH's Quality Assurance measures and external standards and practice guidelines. For example, BACP, UKCP, NICE etc.

### **2.5 Administrative, monitoring and evaluation**

- Provide information and clear, well-presented reports and statistics in line with the service and EACH's requirements to the manager, professionals, funders.

### **2.6 Liaison and Communication**

- Undertake effective liaison and maintain good working relationships with stakeholders and colleagues

### **2.7 Organisational Responsibilities**

- Participate fully with the agreed support structures for the post, committed to continuous professional development and abide by policies and procedures of the organisation.
- Represent EACH in an appropriate way consistent with the organisation's values and mission statement
- Work collaboratively with colleagues to further the aims of the service and that of EACH
- Contribute to the development of EACH services

Where appropriate, staff may be asked to work at EACH's projects in the different centres. Staff may also be required to work hours additional to contract hours, for which time off in lieu will be given.

### **JOB DESCRIPTION REVIEW**

From time to time, this job description will be reviewed in line with the requirements of the project and other developments in the area of working with mental health issues.



## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### Education and Experience

- Experience of working with people with a range of mental health needs
- Experience working with people from BME communities, and good cultural understanding
- Counselling experience and qualifications - must be accredited by BACP or UKCP or BPS
- Experience of successful delivery, e.g. programme, activities, within a service or project setting

#### Skills and Abilities

- Ability to manage a case-load of clients for 1:1 counselling sessions and group sessions
- Ability to develop, implement and co-ordinate group programmes
- Managerial skills
- Ability to develop and implement project or service plans effectively
- Ability to promote the service and learning from it, e.g. trainings, workshops, presentations
- Ability to supervise and support others
- Good communication skills and competency in using IT (Microsoft office and data bases)
- Relationship and stakeholder management skills
- Ability to provide clinical supervision
- Understanding of mental health issues within the BME community and ability to develop services that meet their need

#### **General**

- Competent to work without close supervision and used to meeting deadlines
- Ability to work effectively within a team and with colleagues
- Ability to work flexibly and to the requirements of the role

### DESIRABLE CRITERIA

#### General and Specialist Knowledge

- Ability to speak one or more of the following community languages: Hindi, Gujarati, Somali, Tamil
- Knowledge/ understanding of impact of trauma, competency in a recognised trauma model