



## Coordinator Role Profile



<b>Responsible to:</b>	CEO
<b>Hours of Work:</b>	21.5 per week (3 days) or 37.5 per week (5 days)
<b>Location:</b>	Remote / Bognor Regis Office / Hybrid
<b>Salary:</b>	£11.25 ph (pay award pending)
<b>Contract:</b>	Fixed term contract (until March 2024)

## About us

CAPITAL Project Trust is led by its members, staff, trustees and supporters – all of whom have lived experience of mental distress.

We work from a bottom-up approach, giving all a voice, using consultation and coproduction methods to encourage everyone to contribute their ideas and set the direction for the charity.

We were founded upon developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in the county which influenced local mental health services.

We support a membership of about 300 people, offer training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums.

Since 2022 we are leading coproduction within the West Sussex Mental Health Community Transformation Programme and have set up a new independent network: SCALE (Sussex Coproduction and Lived Experience.) We are working alongside community organisations and groups in West Sussex to effectively coproduce and develop a longer-term vision for mental health services (and the priorities of the NHS Long Term Plan.)

CAPITAL Project Trust is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making local services accessible for anyone needing mental health support.

# Purpose of the role

The work of our Coordinators is focused across three West Sussex geographic areas:

- **Adur, Arun and Worthing:** coastal from Littlehampton to the border with Brighton & Hove
- **Northern:** Horsham, Crawley, Haywards Heath, Burgess Hill and East Grinstead
- **Western:** Bognor Regis, Chichester and Midhurst

Coordinators play an essential role connecting and engaging with members in their area.

Coordinators take responsibility for the management of a small team of CAPITAL Peers, holding relationships with hospital managers in each area.

The roles promote CAPITAL across local networks, looking to develop our work, seeking new partnerships with other organisations, groups and communities.

With colleagues, Coordinators will also seek to proactively engage with diverse communities of the county.

## Responsibilities

1. Plan and facilitate the area's monthly community meetings
2. Manage and supervise a small team of in-reach CAPITAL Peers for the area, and ensure monitoring and reporting data is submitted
3. Manage and coordinate member engagement in the area, including overseeing monthly volunteer led Patient View Point meetings
4. Work with Coordinator team to share planning and chairing of full team quarterly CAPITAL Peer meetings
5. With support from colleagues, assist in developing funding bids
6. Represent CAPITAL at external events, network and build successful working partnerships with other organisations
7. Take responsibility for budget management for the area
8. Work flexibly & undertake any other duties, that are commensurate with the post

CAPITAL Project Trust is working through a period of change and development and the post holder will need to be prepared to work flexibly within this changing organisation. This therefore may result in some changes to the key tasks of this role.

# PERSON SPECIFICATION: Coordinator

## Essential Criteria

### Experience and Skills

1. Experience of using mental health services / lived experience of mental distress and empathy with people who experience mental health issues
2. Experience of involving community members in projects and experience of running groups
3. Good communication and facilitation skills
4. Able to manage and supervise staff
5. Sound organisational skills, self-motivated, able work on own initiative, including the ability to prioritise workload, & meet deadlines
6. Flexible approach to working hours and ability to travel throughout West Sussex

### Knowledge and Understanding

1. Understanding of the importance and value of independent peer support and peer leadership
2. Understanding needs of a team of peers with lived experience
3. Understanding the importance of partnership working
4. Commitment to the ethos and values of CAPITAL Project Trust

## Desirable Criteria

1. Experience of working with and involving people from different cultures
2. Experience of being part of a peer support group
3. Experience of devising and/or delivering shared learning/training/workshops

This post is subject to an enhanced disclosure check (DBS).

CAPITAL Project Trust complies with guidance issued by UK Government and Visa Immigrations to ensure the prevention of illegal working in the UK therefore successful applicants will be required to demonstrate their entitlement to work in the UK by providing documentation requested.