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**MHSTs Project Coordinator**

**Supporting Smiles**

A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the post of Project Coordinator in our Mental Health Support Teams in Schools programme based in our Supporting Smiles Service.

Over the last three years, the strategic plans we set in 2019 have successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people and families to feel safer, healthier and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. Our strategic plan for 2022 – 25 has now been approved by our Board of Trustees and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

A picture containing text

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Allan Myatt

**Who Are Ormiston Families?**

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**About Our Mental Health Support Teams in Schools Programme (MHSTs)**

Mental Health Support Teams in Schools is a government initiative to support children and young people at the earliest opportunity by developing mentally healthy schools. Ormiston Families works in partnership with the Norfolk and Waveney Health and Care Partnership to deliver evidence-based interventions across a group of schools.

**About the role**

The post-holder will be responsible for supporting the delivery and co-ordination of the MHSTs programme in Norfolk and Waveney. You will have full oversight of the MHSTs programme and drive project work to ensure timely and successful outcomes. The role involves working closely with a variety of internal and external stakeholders to implement strong communications and working relationships. You will engage with senior MHSTs and CCG leads to deliver on regional and localised priorities, as well as, conducting smaller pieces of project work independently to support the MHSTs. Project support will include, but is not excluded to, recruitment, schools engagement, governance, networking, CYP and family engagement, reporting, strategic planning, and data analysis.

**About you**

As the post holder you will have interest and ability to contribute to service development. You will have experience of working with children, young people and parents presenting with a range of mental health difficulties and challenging behaviour. You will understand educational settings and have a flexible approach to improving mental health and wellbeing support and practices.

**Safer Recruitment**

**Application Process / Post Requirement**

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

The Recruiting Manager will need to see the original documents providing proof of your right to work in the UK.

* UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill   
  (proof of address)
* EUSS Permanent Status or Pre-Status Share Code
* Current EU/EAA/Swiss Citizen Passport
* EU/EAA/Swiss Citizen Visa
* Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Disclosure and Barring Service (DBS) Checks:**

* As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.
* Employment can commence once the check has been satisfactorily completed.
* If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
* As this post involves working either with children and young people or vulnerable adults Warner or Safer Care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Disclosure**

* Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources Team [**hr@ormistonfamilies.org.uk**](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
* Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
* Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via video conference, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

**GDPR / Data Protection:**

* Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.
* All personal /sensitive information will be sent to you via Egress encryption service or password protected.

**Equal Opportunities:**

* Ormiston Families is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
* Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email:** [emma.clough@ormistonfamilies.org.uk](mailto:emma.clough@ormistonfamilies.org.uk)

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working   
for Ormiston Families**

**Job Title: MHSTs Project Support**

**Duration**

The post advertised is permanent full-time and can be part-time, with flexible or agile working.

**Hours of Work and Working Arrangements:**

* The normal working week is 35 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be The Norwich Hub.

**Salary:**

* The scale for this post is grade 8, point 30 £29,036 per annum, based on 35 hours per week.
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Travelling Requirements for Your Role**

* Ormiston Families positively encourages the use of technology to communicate and engage but in this role you may need to travel.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



**Job Description**

**Job Title: MHSTs Project Coordinator**

**Service: Mental Health Support Teams in Schools (MHSTs)**

**Location: Main Office – The Hub, Norwich**

**Job Purpose**

The post holder will support the delivery of high quality comprehensive mental health services. The role involves managing priorities and workstreams to ensure the aims and objectives of the MHSTs programme are successfully achieved. This will include close working with senior leads, commissioners, education staff, children’s services, UEA, NHS services, and the VCSE sector.

**Main Duties and Responsibilities**

**Leadership**

* To lead the way in engaging schools and be responsible for sustaining engagement along with the Senior Leads
* To ensure that appropriate action is taken to safeguarding children and adults
* To be actively Involved in the development of local systems and process that ensure the implementation of Ormiston Families policies.
* To ensure participation in the team’s compliance with CQC standards through the participation and development in provider compliance assessment tools.
* To maintain high quality processes in data management
* To support the Team Leads in the set up of the MHSTs service.
* To demonstrate outstanding leadership and organisational skills to ensure the on-going
* development of staff and the service
* To contribute to the development of ideas and innovative practice and propose
* changes to protocols and procedures within the mental health support teams

**Communication**

* To contribute to the team’s engagement with a wide range of stakeholders including staff, service users, their carer’s and other statutory and voluntary sector agencies
* To build effective relationships and liaison with allocated schools / colleges
* To liaise with and impart highly complex and sensitive information to multi-disciplinary teams to ensure the provision of consistent well-coordinated care.
* Communicate information in a way that makes it relevant and understandable for service users and carers, working in line with practice standards and operational policies.
* To provide high standard of written and verbal communication that is clear and in line with professional documentation standards.
* To facilitate fair access to services and promote social inclusion regardless of age, ethnicity, gender, sexual orientation or disability.
* To enable the communication and engagement of individuals and their carers to ensure that they have a voice about the services they receive and how these are developed, promoting participation across the service.

**Professional**

* To effectively manage workload to ensure the needs of the individuals who use our services are met taking the wider needs of the team into consideration.
* To plan own workload to ensure that care is provided in the most high quality and cost efficient manner, prioritise and make adjustments as appropriate.
* To ensure information resources are used to maintain knowledge of Supporting Smiles Service, Ormiston Families and MHSTs Team priorities and safety initiatives.
* To act autonomously to make decisions and consult with senior staff and/or manager in accordance with their professional judgement.
* Organise key meetings supported by the Admin team including information events, preparing agendas and supporting papers for the meetings and taking minutes and following up actions
* Ensure project documentation is complete, current and stored appropriately as defined by the Ormiston Families policy and procedure.
* Support the risk management strategy within the programme, ensuring identified risks are recorded correctly, highlighted to the Team Managers and Clinical Leads and regularly reviewed.
* Responsible for the day to day management of assigned project tasks as identified from the Team Managers and Clinical Leads.
* Support information sharing with key stakeholders including the provision of regular update reports.
* Exercise flexibility to constantly re-prioritise work in response to frequently changing demands.
* Use initiative to manage multiple priorities, meet deadlines and prioritise own workload.

**Key Working Relationships**

The post holder is required to build effective operational and strategic sustainable partnerships with key senior stakeholders within the programme to ensure milestones are met and progress recorded.

Whilst not an exhaustive list, key relationships include:

* + - School Heads, Deputy Heads and key leads senior mental health leads within education
    - Key Mental Health Leads within Children’s Services
    - Children, Young People and Adult Mental Health Services
    - School Nursing
    - Youth Offending
    - Managers within Children and Family services
    - Primary care services
    - Youth Council and other children, young people and parent forums
    - and Waveney CCG
* Works alongside the Team Managers and Clinical Leads to ensure effective support of all assigned projects.
* Update service-wide documents as and when required including templates, procedures and formal documentation such as steering group papers Update service-wide documents as and when required.
* Work alongside the data team to ensure the development and maintenance of information systems to accurately store and analyse project data to meet the needs of the service.
* To liaise with the data team and Team Managers and Clinical Leads to support the quarterly reports to NHS England.

**Generic Duties**

* To undertake any other reasonable duty, which is appropriate to the grade when requested by senior staff.
* To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.
* To demonstrate an understanding and commitment to the charity’s values.
* You may be required to conduct other tasks based on the business needs.

**Personal Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Degree level education or equivalent level | Training to level 3 in Safeguarding Children and Young People |

**Experience**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Minimum 2 years’ experience of coordinating CYP youth projects. | Participation in user involvement in services. |
| Experience of working within a CYP related support setting. | Knowledge of model based psychological therapy. |
| Experience of working collaboratively in a multi-disciplinary team to deliver projects. | Presenting to large and diverse audiences. |
| Experience of working in collaboration with Child and Adolescent Mental Health Services. | Knowledge of mental health approaches in education settings. |
| Experience of handling conflicting internal external priorities. |  |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Knowledge of, and ability to operate within, professional and ethical guidelines. | Understanding of mental health presentations in children, young people and adults. |
| Knowledge of, and ability to work with, issues of confidentiality, consent and capacity. | Knowledge of professional and legal issues relevant to working with children and young people. |
| Ability to work within and across agencies. | Knowledge of health promotion applicable to daily practice with children, young people and families. |
| Ability to recognise and respond to concerns about child protection. | Awareness of early Intervention and Prevention Services. |
| Ability to work with difference (‘cultural competence’). |  |
| An ability to draw on knowledge of key organisational issues for the effective delivery of emotional health promotion programmes in schools. |  |
| Ability to support managers with extracting interpreting and analysing information to produce high quality reports and documents for senior level requirements. |  |
| Ability to build relationships and work collaboratively with organisations across the CYP MH sector. |  |
| Ability to influence and motivate others to support service delivery. |  |
| Ability to produce high quality records and information. |  |
| Work with a high level of accuracy and attention to detail. |  |
| Capable of managing own workload and work on own initiative and at times unsupervised. |  |
| Able to communicate sensitive information about performance and change. |  |
| Effective Team Worker. |  |
| Proficient in Microsoft packages. |  |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our induction programme.
* All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
* All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

**Health and Safety**

* All staff have a responsibility to maintain the health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
* All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

**Confidentiality and Information Governance**

* All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
* All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
* All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.

**Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

* Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Senior Managers**

* Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



**Freedom of Information (FOI)**

* All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

**Data Quality**

* The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity’s policy and procedures for data quality.
* This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

**Benefits & Recognition**

**All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.**

**Cycle to Work**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual Leave Entitlement:**

* The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 1 year’s service up to a maximum of 30 days
* Part-time employees receive a pro-rata allowance according to the number of hours they work per week.
* Ability to buy and sell up to 5 days’ annual leave within any leave year. (All leave must be taken within the year it is purchased including any agreed leave brought forward from the previous year.)

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to all permanent employees.

**Occupational Sick Pay Scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides the opportunity to apply for sponsorship to employees who have completed their probationary period and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**The Hive:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

**The Wellbeing Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.



**A group of people shaking hands

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**We build supportive partnerships, communities and networks**