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## Job Description

### **BAME Mental Health Project Coordinator**

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The following information is designed to help Diverse Cymru staff and those people considering joining Diverse Cymru to understand and appreciate the work content of their post and the role they are to play in the organisation.

However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

- 1 Diverse Cymru is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.
- 2 Diverse Cymru is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Hours:** 37 hours per week, flexitime policy operates. Some evening and weekend working required

28 days annual leave plus public holidays (pro rata)

Fixed term contract until 31 March 2021

**Reporting to:** BME Mental Health Support Manager

## **Main objectives of the post:**

- To Coordinate the All Wales BAME Mental Health Online Support Project in collaboration with colleagues at Diverse Cymru. The project will be community focused and culturally sensitive, offering multi-lingual services aiming to improve individuals' mental wellbeing.
- To work with the Citizen Involvement Officer to establish an Advisory Group of people using the services, volunteers and staff.
- Recruit and train diverse volunteers including those with language skills and people with lived experience of mental ill health.
- Establish a programme of online support for BAME individuals who have mental ill health including online support groups, discussions, workshops and peer-to-peer support.
- Coordinate multilingual one to one telephone support with volunteers and support staff.
- Provide digital training for those who would like to take part but are new to using the internet.
- Work alongside the Communications Officer to develop, produce and distribute multilingual marketing material to promote the project.
- Work alongside the Communications Officer to promote the project to individuals, organisations and groups that can signpost to the new service.
- Ensure effective record keeping in line with GDPR policies.

## **Supervisory responsibilities:**

- Responsible for overseeing the work of the project volunteers

## **Range of decision-making:**

- Will be required to exercise a high degree of professional judgment, consistency and objectivity in relation to both external and internal information and contacts
- Will be expected to determine and analyse outcomes of engagement and involvement work and contribute to project, service, department, and organisation outcome monitoring

## **Responsibility for assets, materials etc.:**

- Responsible for data collected in pursuit of the objectives and duties in accordance with relevant data protection, confidentiality, and GDPR requirements and policies
- General responsibility for all equipment and furniture in the post-holder's home and work area

## **Range of duties:**

- Identify, arrange, promote and deliver online peer support, workshops and engagement events in pursuit of the main objectives of this post above, and in collaboration with the BME Mental Health Support Manager. Some evening and weekend engagement required
- Provide one to one support for clients as required and alongside colleagues within the BME Mental Health Support Team
- Monitor the diversity profile of participants to identify under-represented groups
- Proactively contact and work with organisations and community groups representing those under-represented in our work to form partnerships and increase engagement with those organisations and the people they represent
- Identify opportunities to deliver targeted activities in response to participant feedback and Advisory Group feedback.
- Establish and coordinate the Advisory Group who will steer the project, working alongside the Citizen Involvement Officer.
- Recruit, assist with training and supervise volunteers.
- Keep up to date with latest guidance and legislation regarding involvement, engagement and co-production
- Assist the BME Mental Health Support Manager to identify and develop links with and attendance at strategic partnerships, networks, meetings and events in pursuit of the main objectives of this post above.
- Work with the Diverse Cymru Policy Manager to recruit, train, and supervise outreach and engagement volunteers, student placements and interns and support the department with volunteer recruitment, training and supervision
- Ensure that all work is fully accessible, inclusive and responsive to the needs of the people using the service
- Attend and contribute to regular team meetings and all staff meetings
- Identify and participate in training and Continued Professional Development
- Any other duties that fall with the remits of the post as allocated by the BME Mental Health Support Manager following consultation with the post holder