

Project Coordinator role description and person specification

Job title:	BSSG Psychological Therapies Review: Project Coordinator
Working hours	17.5 hours per week (0.5 FTE)
Contract and Salary	Fixed term for 10 months (the duration of the project) starting May/June 2024. £32,076 pro-rata
Accountable to	CEO
Location	Working from home and office based within central Bristol

The BSSG Mental Health Alliance is a network of over 20 Voluntary, Community and Social Enterprise (VCSE) organisations based across the Bristol, North Somerset and South Glos (BSSG) regions, working collaboratively to deliver a range of psychological interventions for our communities. Commissioned by the Integrated Care Board (ICB) to work alongside the statutory sector, our aim is to offer holistic and inclusive support for people experiencing a range of challenges to their mental health including depression, anxiety, trauma, eating disorders, perinatal mental health. As part of this, the VCSE Mental Health Alliance recently received funding from the ICB to undertake a review of psychological therapies within BSSG, seeking to better align the VCSE and statutory services in keeping with the new Community Mental Health Framework.

We are now seeking to recruit **two part-time Project Coordinators** to help us develop this project over the next 10 months.

About the Project

There is a lack of accessible psychological therapy provision across Bristol, North Somerset, and South Gloucestershire (BSSG) leading to gaps in service, some people not accessing services or waiting a long time to be seen. This is particularly true for people who have 'complex' trauma presentations, experience multiple barriers to accessing services and/ or require evidenced based and trauma informed interventions to address their needs.

Much of the therapy that people access in Primary Care outside of NHS Talking Therapies and Secondary Care, is provided in the Voluntary Community and Social Enterprise (VCSE) sector, by specialist charitable organisations. This therapy is unevenly distributed across the six localities in BSSG.

Womankind completed Phase 1 with a comprehensive report on VCSE talking therapies provision, (January 2024).

Bristol Mind and Womankind are members of the VCSE Mental Health Alliance and are leading on Phase 2 of the project.



Job purpose and responsibilities

To reach and represent our diverse membership, we are recruiting two part-time Project Coordinator posts who will work collaboratively to plan and deliver activities. Project Coordinators will be managed separately by our organisations.

The Project Coordinator(s) will be responsible for the successful delivery of Phase 2 of the project and will work in collaboration with key stakeholders to support the re-design of a new, integrated model of care that will optimise psychological therapies provision for the people of BNSSG.

Role Description

1. To work in collaboration with key stakeholders.
2. To collate referral and signposting data between statutory & VCSE Psychological Therapies services, tracking service-user journeys and gaps in provision.
3. To undertake targeted 'deep dive' consultations with evidence-based VCSE Psychological Therapies providers (121 and group), drawing out information on numbers/ sessions, waiting lists/times, geography, presenting issues, equity-based offers, service and clinical outcomes.
4. To work closely with Lived Experience groups to identify key system blocks and solutions relating to referral pathways, waiting times, choice/ flexibility, co-design and service-user voice.
5. To support the design of a new integrated model, working closely with the VCSE MH Alliance and wider Evidence-Based Practice Steering Group in order to agree key elements.
6. To support the design and delivery of a 'test & learn' approach to piloting the model, working closely with lived experience volunteers and an external research consultant.
7. To contribute to a final report designed to recommend best practice, promote inter-agency training, and support joined-up mental health provision across BNSSG.

Person Specification

	Essential	Desirable
Qualifications/training	✓ Relevant training/qualification for example in mental health and/or social care, psychological therapies, research or project management.	Qualified psychological therapist
Experience	✓ Experience of delivering, coordinating or managing projects within the VCSE sector	Experience in research methodology or application. Experience of co-producing activities with lived experience volunteers. Experience of creative and inclusive service development within mental health.



<p>Skills/knowledge</p>	<ul style="list-style-type: none"> ✓ Excellent communication skills (written and oral). ✓ Ability to write clear and accurate reports. ✓ Ability to analyse and present both quantitative and qualitative data. ✓ Good IT skills, including confidence using MS Office & Teams ✓ Knowledge of the charitable sector ✓ A good understanding of mental health issues and psychological therapies including equity-based approaches ✓ Excellent time management skills and ability to work to deadlines. 	
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> ✓ Commitment to equity and diversity with knowledge of anti-discriminatory and anti-racist practice ✓ Commitment to the values of the VCSE Mental Health Alliance ✓ Relational and collaborative working style ✓ Ability to work autonomously. ✓ Ability to work under pressure. ✓ Excellent time management skills and ability to work to deadlines. 	

How to apply

Bristol Mind and Womankind are committed to developing our workforce in line with equitable principles. We encourage applications from people with lived experience of mental health issues and from people from minoritised groups who are under-represented within our services. This includes people who identify as from a Global Majority, refugee or migrant, neurodivergent or LGBTQIA group, or who have faced discrimination based on any protected characteristic.

If you are interested in this exciting opportunity, and would like to apply, please complete the application form for **Womankind**. Please ensure that you address each point on the person specification with examples from paid or voluntary work. **The closing date for completed applications is Tuesday 7th May 2024 at midday.**