



## Wellbeing Coach Job specification

<b>Reports to:</b>	Wellbeing Coach Co-ordinator
<b>Location:</b>	Maidstone, Ashford and Swale
<b>Hours:</b>	Full time, 35 hour week.
<b>Salary:</b>	£25,698 pa
<b>Contract Type:</b>	Full time or part time. Permanent.

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### About Mid Kent Mind

We believe in recognising people as unique individuals and not as a diagnosis or a label and that empowerment is key in recovery and maintaining wellbeing. Mid Kent Mind work in the community to promote social inclusion for people who experience mental health problems. We strive to tackle stigma and discrimination through projects that promote a better understanding of mental health. We aim to ensure that the needs of each individual who experiences a mental health problem, are met with the best possible support and outcome.

### About the role

Mid Kent Mind runs a wide range of services, including but not limited to, mental health training, wellbeing courses, one-to-one sessions, and social groups. You will be working with both adult and youths in services which focus on nurturing the mental health and wellbeing of our service users in a safe and supportive environment.

You will be instrumental in facilitating a wide range of support across Maidstone, Ashford and Swale. You will lead on our structured mental health courses, and community groups whilst also having the opportunity to shape your individual approach to support the needs of our service users.



## Who you are

- You are an authentic and empathetic communicator with emotional intelligence, you are able to deliver confidently to a wide range of audiences, face to face and virtual delivery.
- You have excellent administrative skills, attention to detail and are rigorous in your task management.
- You have the ability to collect information and create accurate and timely reports, as required.
- You are able to be flexible in response to the organisation's needs and requirements.

## What you will offer us

- You will contribute to the design, development and evaluation of courses and workshops in response to need.
- You will be responsible for your own administration, with accurate data entry and working with a customer relationship management (CRM) system.
- You will be a positive addition to the team and happy to represent Mid Kent Mind.

## Key responsibilities

- As one of our Wellbeing Coaches you will lead on the existing service delivery, courses and social groups, both out in the community and based at our Wellbeing Centre in Maidstone.
- You will plan and prepare a range of engaging online and face to face group sessions, and courses.
- You will conduct wellbeing assessments with our service users.
- You will action safeguarding needs of service users, following MKM's safeguarding policies and procedures.
- You will work with the team to ensure timely responses to email inboxes, answering phones and greeting visitors.

Due to the nature of the role and the remote areas Mid Kent Mind covers, the successful applicant will need a full UK Driving licence, and access to a vehicle.

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Mid Kent Mind will consider any reasonable adjustments required by applicants with a disability (as defined under the Equality Act 2010) who meet the requirements of the post to be invited to interview. We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds and applicants with lived experience of mental illness.

**Review: this job description is subject to periodic review.**

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