

**JOB DESCRIPTION – PROJECT ACTIVITY WORKER**  
**(To be read in conjunction with the Person Specification)**  
**Integrated Wellbeing Service**  
**Noah’s Ark Centre Therapeutic Services**

<b>LOCATION:</b>	Noah’s Ark Centre, 322-326 Ovenden Road, Halifax, HX3 5TJ and allocated community venues in the Calderdale wards of Park and Ovenden, and the wider community.
<b>POST:</b>	Project Activity Worker (Integrated Wellbeing Service)
<b>RESPONSIBLE TO:</b>	Integrated Wellbeing Service Delivery Coordinator
<b>SALARY:</b>	£28, 996pa pro prata; Fixed Term for 12mths with the possibility of extension subject to available funding
<b>HOURS:</b>	16 hours per week
<b>START DATE:</b>	To be discussed at interview
<b>OUTLINE OF POST:</b>	<p>To design and deliver specific activity group programmes, within the Integrated Wellbeing Service (15-25yr olds).</p> <p>To work closely with the Integrated Wellbeing Service Coordinator, Research Coordinator, and Service Managers, to deliver an effective programme of wellbeing activity interventions.</p> <p>To support and complement the Therapeutic Services Manager, other Service Coordinators, Therapeutic Practitioners, the Money Advice Service staff, administrative staff, other project staff and Board of Trustees in progressing the development of Noah’s Ark Centre.</p>
<b>ORGANISATIONAL EXPECTATIONS:</b>	
Noah’s Ark Centre aims to provide high quality therapeutic services adhering to the principles of best practice, promoting equal opportunities and client autonomy, always work positively with diversity; whilst adhering to the Ethical Framework of the British Association of Counselling and Psychotherapy, individual’s rights to confidentiality and data protection, and the need for appropriate safeguarding of children, young people and vulnerable adults.	
We expect all employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. We expect employees to deliver a flexible, creative, person-centred approach to supporting individuals, focusing on developing trusting relationships to improve service user’s abilities to relate with other people.	
We expect Service Coordinators, Therapeutic Practitioners, Project Activity Workers to work together and support Managers to deliver a comprehensive infrastructure for the efficient and effective delivery of our Therapeutic, Counselling, Wellbeing and Advice Services.	
We expect that together with all staff and management that the required record keeping, data management, and reporting is carried out to the satisfaction of the Board of Trustees.	
<b>ORGANISATIONAL RESPONSIBILITIES:</b>	
1.	To support Noah’s Ark Centre’s Designated Safeguarding Team in their roles as the organisations Safeguarding Leads, ensuring compliance with Safeguarding requirements by following safeguarding policies and procedures and keeping up to date with appropriate training.
2.	To work with and communicate effectively to all Noah’s Ark Centre’s management

	team and attend team meetings.
3.	To support the Therapeutic Services Manager and Therapeutic Practitioners around client risk in respect of children, young people and adults accessing the counselling/psychotherapy work delivered by the post holder at Noah's Ark Centre.
4.	To ensure that the aims, objectives and funding goals of the Noah's Ark Centre Therapeutic Services are met.
5.	To support the governance of the organisation, including attending Board of Trustees meetings as required, AGM, Annual Report, and liaise with statutory bodies as required.
6.	To ensure compliance with regulations governing the delivery of Counselling and Therapeutic services and to always ensure that we adhere to the Ethical Framework of the BACP and GDPR.
7.	To deal with complaints and incidents in line with Noah's Ark Centre's Policies and Procedures.
8.	To reflect on practice and participate in team meetings, practice development, continuous professional development opportunities provided and peer supervision group meetings wherever possible.
9.	To ensure that Noah's Ark Centre uses a range of techniques and interventions to support people to achieve an appropriate outcome.
10.	To support the implementation of Noah's Ark Centre's strategic priorities and ethos within the delivery of its therapeutic services.
11.	To ensure Noah's Ark Centre's policies and procedures are adhered to and inform practice and development when performing the job role.
<b>ROLE RESPONSIBILITIES:</b>	
9.	To design and deliver a regular 'Real Food' Cooking Group programme of activities.
10.	To design and deliver a regular Walking Group programme of activities.
11.	To deliver activities flexibly and creatively that aim to be inclusive and accessible to service users with a variety of needs.
12.	To support the Service Coordinator to carry out risk assessments of partner service venues and adhere to these throughout delivering project activities.
13.	To ensure efficient recording of information is collected; assessment information, therapeutic session notes and the accurate monitoring and recording of outcomes using recognised outcome assessment tools.
14.	To perform this job role whilst working out in the community at partner venues as well as at the Noah's Ark Centre, adhering to agreed partner service's policies and procedures whilst doing so. To represent Noah's Ark Centre in a knowledgeable and professional manner at all times whilst working out in the community.
15.	Any other duties commensurate with the grade and level of responsibility of this post.
<b>Please note</b> this job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied from time to time, following discussion with line management and/or the Board of Trustees. Any variations will be subject to the operational requirements of Noah's Ark Centre and will be in keeping with the general profile of the post.	

**PERSON SPECIFICATION**  
**Integrated Wellbeing Service**  
**Noah's Ark Centre Therapeutic Services**  
**PROJECT ACTIVITY WORKER**

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Noah's Ark does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

<b>APPROACH</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence: Application Qualification Interview</b>
Demonstrate a commitment to safeguarding the welfare of children, young people, families and adults.	X		Application Interview
Demonstrate understanding and commitment to equal opportunities and diversity.	X		Application Interview
Demonstrate commitment to combatting disadvantage and inequality in mental health provision. "Parity of esteem".	X		Application Interview
Able to build and maintain relationships whilst maintaining appropriate professional boundaries.	X		Application Interview
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload.		X	Interview
Demonstrate an appreciation of the BACP Ethical Framework in relation to staff and client issues, with a particular sensitivity to confidentiality.		X	Application Interview
Demonstrate a flexible, approachable and resilient personality with good time management and organisational skills to meet the priorities of the organisation.	X		Application Interview
<b>KNOWLEDGE &amp; SKILLS</b>			
Qualified to degree level		X	Application Qualification
Knowledge of safeguarding principles, policies and procedures.	X		Application Interview
Excellent verbal communication skills with the ability to communicate effectively at all levels.	X		Application Interview
Excellent written skills including the ability to formulate detailed reports as required.		X	Application Interview
Good technical literacy of Microsoft applications (e.g. Office 365; Word, Excel, Forms, as well as good overall IT skills) and experience of using a digital client management, monitoring and recording system.		X	Application Interview
Good interpersonal skills including listening and displaying empathy.	X		Application Interview
Excellent prioritising and time management skills.	X		Application Interview
Ability to work independently, with confident, thought through, decision making skills.	X		Application Interview
Knowledge of the benefits of eating 'Real food' and movement on people's mental health and/or a willingness to learn more about this as part of role	X		Application Interview

Creative, flexible and imaginative approach to working with people who have been impacted by 'adverse childhood experiences' (trauma) and have diverse mental health support needs.	X		Application Interview
Ability to support and motivate people when working as part of a team or independently.	X		Application Interview
Ability to reflect on and share practice with peers.	X		Application Interview
Have knowledge of a range of different Calderdale 3 <sup>rd</sup> sector services, community groups and services, which support emotional and mental health wellbeing.		X	Application Interview
Knowledge of a range of interventions, which support positive outcomes in mental health, particularly counselling and peer support.		X	Application Interview
<b>EXPERIENCE</b>			
Experience of working with young people / young adults suffering from 'trauma' and / or with a mental health problem.	X		Application Interview
Experience of completing assessments of individuals, case holding and making judgements about risk, need and eligibility for services.		X	Application Interview
Experience of providing advice and support to other agencies working with individuals suffering from 'trauma' and / or with mental health problems.		X	Application Interview
Experience of working in a similar service.		X	Application
Experience of multi-agency working and signposting to appropriate support.		X	Application
Demonstrable experience of effective planning and organisational skills to deliver targets with deadlines.	X		Application Interview
Experience of using recognised clinical assessment tools e.g. YP CORE, CORE 10 & CORE 34.		X	Application Interview
<b>OTHER</b>			
Postholder will be required to complete an enhanced DBS disclosure.	X		
Have access and willingness to use a car (together with a full current driving licence and business insurance).		X	Application Interview
Experience working in the voluntary / 3 <sup>rd</sup> sector.		X	Application
Ability to work in schools and community venues across Calderdale	X		Application Interview