

JOB DESCRIPTION

ROLE TITLE:	Outside and Active Co-ordinator West/North
REPORTING TO:	Gateway/Outside and Active Assistant Manager
LOCATION:	West/North of Surrey and other Outside and Active outreach venues
HOURS:	Part time 21 hours per week (Tuesdays, Wednesdays & Thursdays 9.30-5pm incl. break). Approx. 4 hours week on admin tasks from home.

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; improving mental health and wellbeing through our nurture through nature programme at **Gateway** and **Outside and Active**; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Nurture through Nature Programme (Gateway)

The Outside and Active Programme is a Surrey Care Trust programme engaging and improving young people's wellbeing and mental health through our 12 week outdoor activity programme.

Surrey Care Trust's existing Nurture Through Nature activities include therapeutic horticulture sessions at our dedicated Gateway Allotment (and Stanwell Community Allotment), nature excursions and informally mentored conservation activities aboard our Swingbridge Community Boats, and activities (ie sessions with ponies/donkeys or paddleboarding) integrated into our mentoring packages.

PLEASE NOTE YOU **WILL** BE REQUIRED TO UNDERTAKE DBS CLEARANCE FOR THIS ROLE

To apply please complete an application form and submit by email to recruitment@surreycaretrust.org.uk

We work with a variety of young people with mental health needs including anxiety, isolation, low confidence, low mood, PTSD, gender dysphoria, bullying, self-harm, social dysfunction and ASD/ADHD. We also support young people who are struggling with mainstream education, adults/parents affected by poor mental health, adults affected by early psychosis, and young people with poor social, emotional, and physical health. Partnership).

Our contacts and partnerships with local schools and youth support services/groups will help us respond proactively to emerging areas of need over the five years: unsupported young people with mental health challenges. At launch our target groups will be:

- Children struggling with the transition from Year 6 to 7
- KS3/4 students struggling with poor mental health that leads to school avoidance
- Young people up to the age of 30 who are (or are at risk of becoming) NEET
- Care leavers
- Those with disabilities and further support needs

Overall purpose of the role

- To assist the Outside and Active Assistant Manager in delivering the Mental Health Scale Programme aimed at upscaling our existing provision to support young people aged 11-30 to improve their mental well-being and engagement within schools, and/or the local community.
- Administer the outcomes and data from clients to monitor and evaluate their progress.

Duties and Responsibilities:

- Deliver and assist the Assistant Manager to deliver sessions across the West/North of the county with some overlap with the East sessions, aimed at young people/adults with mental health needs; Seasonal 12-week group sessions, structured around peer mentoring, in outdoor contexts. Activities will be focussed on nature and social interaction, building on well-established principles that show how peer support, physical activity and the natural world can significantly improve mental health.
- Support our beneficiaries to improve confidence and well-being of our beneficiaries during the 12-week programme.
- Create the development of the programme to ensure the smooth running of the sessions and varied activities are planned in the West and other outdoor spaces.
- Meeting and greeting clients, ensuring sessions run to time and clients are engaged in various activities set out at the start of the session.
- Administer using an effective outcome tool for evaluation and monitoring, Outcome Star, Barriers and challenges and case studies.
- Ensuring safeguarding and H&S measures are in place, inform and carry out pre course and end of course paperwork for assessment and recording.
- Encourage client engaged in various activities set out at the start of the session to ensure Health & Safety is always maintained on site at all times.
- Keep Registers/up to date information/logs/accident reports etc for general admin
- Support onsite volunteers to create a 'safe' and supportive working environment.
- Networking with a range of organisations to develop referral routes and promotion of the project.
- Any other duties commensurate with the role
- **Health & Safety**
- All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

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- **General**
- This job description is not an exhaustive list of duties, but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

Please note you will be required to undertake DBS clearance for this role

For an initial discussion please contact Cathy Leamon, EH Project Lead and Programme Manager on 07730570305

Skills and Expertise

ESSENTIAL	DESIRABLE
Education, Training and Work Qualifications	
A Level standard or equivalent	National recognised relevant qualification e.g. youth work, teaching
Relevant Experience	
Some experience of working with young people	Experience in working with contract requirements
Experience of working in an organisational or administrative capacity	Experience of working in a charity
Good standard of computer literacy including Microsoft Office at intermediate level	
Experience of using databases and complex spreadsheets, record data accurately within specific timeframes	
Knowledge	
Safeguarding awareness, commitment, and training	
Skills and Expertise	
Able to relate confidently to both adult volunteers, parents, wider family members and young people	
Excellent planning, administrative and organisational skills	
Strong verbal and written communication skills	
Flexible in approach, using initiative, prioritise own workload and work remotely	
Car driver with full licence	

Please note you will be required to undertake DBS clearance for this role

For an initial discussion about this role please contact Cathy Leamon, EH Project Lead and Programme Manager on 07919 213904

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk – Closing date for applications is **XXXXXXXX**