**Job Description for**

**Job Title**: Mums Matter Project Co-ordinator

**Location:** Various sites in Barking and Dagenham, Harrow Lodge House, Hornchurch for Mind,

Barking and Dagenham

**Salary:** £26,117 per annum

12 month contract with possible extension

**Accountable to:** The Management Committee of Havering Mind through the Chief Executive

**Responsible to:**  Operations Manager

**Liaise with:** Havering Mind staff and volunteers, statutory agencies; voluntary bodies; Havering Mind clients and carers and other partner organisations.

**Main tasks of job:**

To lead on provision of a perinatal and postnatal Mum’s Matter Support Service by empowering parents to take control of their health and wellbeing through delivery of Listening sessions and resilience building skills and strategies and take a holistic approach to an individual’s health and wellbeing, connecting parents to diverse community groups and statutory services for practical and emotional support.

Mums Matter is a six-week course designed by mums for mums with a perinatal mental health problem. The course was designed with three principles in mind; managing the everyday, dispelling myths and nurture me. The post holder will be responsible for recruiting and assessing women for the training, delivering the training and building continuing peer support and connecting women to further community support. Our project will be delivered in partnership with London Borough of Barking and Dagenham (LBBD).

The service is an early intervention, low intensity service for those with low level (mild to moderate) diagnosed mental health issues or who are at risk of developing mental health issues in the perinatal/postnatal period and offers enhanced emotional support for those identified and referred.

The Mum’s Matter Project Co-ordinator will oversee the support the delivery of high quality self-care and wellbeing programme to women within the Borough of Barking and Dagenham and the role entails delivering listening and support interventions to a number of groups of women and one session for their key supporters, taking referrals (from self-referred women and others such as health visitors) and liaising with local stakeholders to ensure that the course is advertised widely and suitably

You will be a highly motivated and experienced individual who will help shape and deliver this new exciting service in partnership with LBBD. The project will work with individual women, families and in group settings throughout the pregnancy and the postnatal period, undertaking a range of duties including:

- working with women to help remove the isolation and dispel the myths of motherhood

- To provide a safe, therapeutically led and supportive environment for mums struggling to cope with motherhood

- To provide a place to share feelings whilst focussing on self-care topics, incorporating practical tools such as meditations and breathing techniques

- personal care of women and babies providing information and advice on self-care, infant care and initiating breastfeeding, health promotion, wellbeing and mental health coping strategies to ensure the best possible and positive start to parenting.

You will be aiming to prevent escalation of individual to secondary mental health care and improve the bonding and relationship of parent to baby. You establish and maintain excellent interpersonal skills and effective communication between the multidisciplinary health care teams, women and their families.

**Duties and responsibilities**

1. To support new parents to understand the emotional needs of their infants and promote secure, positive and increased early attachment to the child, preventing escalation to secondary mental health care.
2. Promotion of service through effective outreach and materials to enable referrals from the PCN’s Core Network Practices and from a wide range of agencies, including pharmacies, wider multi-disciplinary teams, hospital discharge teams, allied health professionals, fire service, police, job centres, social care services, housing associations, and voluntary, community and social enterprise (VCSE) organisations (list not exhaustive)
3. To be responsible for a client caseload of Mums Matter participants and oversee the development of work and groups
4. To work closely and collaboratively with LBBD team leads to ensure clear referral pathways are developed into the partnership.
5. To work with women and project team to help remove the isolation and dispel the myths of motherhood.
6. To provide a safe, therapeutically led and supportive environment for mums struggling to cope with motherhood.
7. To provide a place to share feelings whilst focussing on self-care topics, incorporating practical tools such as meditations and breathing techniques.
8. To facilitate bonding between group members to create a support network going forward.
9. To provide additional support for participants as well as being able to uphold safeguarding procedures. The role will require managing and prioritising your own caseload, in accordance with the needs, priorities and any urgent support required by individuals on the caseload. It is vital that you have a strong awareness and understanding of when it is appropriate or necessary to refer people back to other health professionals/agencies, when the person’s needs are beyond the scope of the Project
10. To build and maintain positive relationships with key stakeholders and to mobilise team to promote/publicise the service.
11. To ensure team maintain all required records of clients to support the running of this project.
12. To work as part of the organisation’s team and independently within community settings and to recruit and support volunteers to support training delivery and facilitation of peer support model.
13. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.
14. To carry out any other duties required to ensure successful delivery of this project
15. To develop the provision of personalised support to parents, their families and carers to take control of their health and wellbeing, live independently and improve their health access and outcomes, and build better connection with their babies.
16. Develop trusting relationships by giving people time and focus on ‘what matters to me’, enabled by home visits. Take a holistic approach, based on the person’s priorities and the wider determinants of health. Co-produce a simple personalised care and support plan to improve health and wellbeing, introducing or reconnecting people to appropriate community groups and statutory services
17. To develop professional relationship with referred parents and carers and plan and deliver appropriate support during the ante and postnatal periods.
18. To work with health services in the delivery of workshops covering topics such as breastfeeding, baby massage sessions and other activities to promote bonding. You will establish and maintain excellent interpersonal skills and effective communication between the multidisciplinary health care teams, women and their families.

General

1. Liaise with outside agencies and members of the public
2. Maintain statistics as required for monitoring purposes
3. Comply with Health and Safety regulations
4. Comply with Mind’s equal opportunities policy
5. Attend regular supervision meetings
6. Undertake any such other duties that are agreed between post holder and committee
7. Undertake training as required for the post and keep up to date with developments
8. Attend regular staff meeting and complete action points

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

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| **Special requirements** | This post requires a **female applicant** and is therefore exempt under schedule 9 /part 1 of the Equality Act 2010 |

Job Description approved by: Date: