

Job Description – Grapevine Wellbeing Centre

Job title:	Senior Project Support Worker
Location:	Grapevine Wellbeing Centre 2B, 11-13 Eagle Parade, Buxton, Derbyshire, SK17 6EQ
Terms:	Contract until November 2025, possibility of extension depending on funding. Part time 3 or 4 days a week. 18hr/24hr per week
Salary/rate:	Starting rate £13.56 per hour
Requirements:	Occasional weekend work, flexibility in working hours
About us:	<i>Grapevine Wellbeing Centre is an independent charity supporting adults within our community to improve and maintain their own mental health. We do this through bringing people together, promoting creativity and embracing the natural environment as tools to move people forward.</i>
About the role:	The role is to work with the Project coordinator to ensure the smooth running of the Wellbeing Centre during drop-in sessions, groups and community activities run through the Centre. Part of the role is working with volunteers to support and implement training for them. The SPW is also responsible for some community engagement activities which are held outside the Centre.
Responsibilities:	<ul style="list-style-type: none">• Assisting in the running of the Wellbeing Centre and drop-in sessions, groups / courses and community activities run through the Centre.• Deputise at the Centre in the absence of the Project Co-ordinator• Management of drop-in sessions and overseeing some group sessions and community based activities.• The support and training of volunteers.• To engage in community activities outside the Centre
Candidate requirements:	<ul style="list-style-type: none">• Relevant NVQ level 3 or equivalent qualification• Ability to demonstrate a good understanding of mental health• Effective active listening skills• Level 2 or above in oral and written literacy and numeracy• An ability to act calmly in emergencies and respond in a professional manner to distress and unpredictability.• Ability to work unsupervised in a range of settings

Person Specification – Senior Project Worker

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Relevant NVQ level 3 or equivalent qualification 	<ul style="list-style-type: none"> • Specific Mental Health qualifications
Experience	<ul style="list-style-type: none"> • Extensive experience of working with and supporting people who have experienced mental health considerations • Experience of working in a community work setting 	<ul style="list-style-type: none"> • Experience of working within a crisis setting • Previous people management experience • Knowledge of how to build community links • Experience of working with volunteers
Skills	<ul style="list-style-type: none"> • Communication skills to the equivalent of level 3, both verbal and written • Strong organisational and time-management • Outstanding administrative skills • To work effectively as part of a team 	
Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Commitment to empowering and supporting members to develop skills for independence • Evidence of good interpersonal skills and an ability to form professional relationships with members • Ability to demonstrate empathy, compassion and patience • Calm under pressure • To observe Grapevine values of equality, diversity and inclusion in all communication and actions 	<ul style="list-style-type: none"> • Solution focused
Other Requirements	<ul style="list-style-type: none"> • Be responsible and work unsupervised • Knowledge and understanding of health and safety legislation and experience of carrying out relevant assessments 	

The post is subject to an enhanced DBS check.