



JOB DESCRIPTION

Short Programme Development ASSISTANT

Role title: Short Programme Development Assistant
Reporting to: Short Programme Development Coordinator
Based at: Lindengate site

Hours: 12 per week **Salary:** £10.25 per hour

Deadline for Applications: Friday 24 July 2020

Interviews: Week commencing 3 August 2020

Lindengate is a vibrant charity based on a 5-acre site in Wendover, Buckinghamshire. We provide a therapeutic service using nature based activities to facilitate development within the 5 Ways to Wellbeing.

Main purpose of the role To assist with and deputise for the running of Lindengate's Short Programmes. The role involves supporting the programme participants with bespoke wellbeing and resilience programmes. This job is mainly outdoors and in outdoor structures. It requires an empathetic communicator who is a calm and centered individual who is used to working with people with mental health needs and supporting *their* process of recovery.

Responsibilities

To assist at the Short Programme Development Coordinator at each session:

- To provide a safe and friendly environment
- To attend to the needs of individual programme participants where necessary
- To run various activities as directed by the external providers and Programme Development Coordinator in accordance with the session programme
- To assist with administrative tasks as required for each session
- To empower volunteers to support programme participants
- To contribute to the evaluation and development of the service
- To attend mandatory and identified training courses
- To deputise for the Project Development Coordinator in delivering the sessions

Person Specification

- Health or Social care qualifications and relevant experience essential
- An understanding of mental health needs and bereavement issues essential
- Proven experience of working/running sessions with both small/large groups
- Excellent non-judgemental communication skills
- Strong organisational, IT and time management skills
- A good team player

Support Training, where specifically required for the role, will be provided.
Security Employment is subject to a satisfactory enhanced DBS check and references