



JOB DESCRIPTION

Short Programme Development COORDINATOR

Role title: Short Programme Development Coordinator
Reporting to: Programme Development Manager
Who reports to you: Short Programme Development Assistant
Based at: Lindengate site

Hours: F/T (will include some evening/weekend work) **Salary:** £11.50/hr

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 develop, implement and evaluate short programmes.

The role involves supporting people 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. As you will be overseeing their support through external service providers and with a programme assistant, experience of collaborative working and supporting staff via motivation and guidance is an essential part of the job. This is achieved through careful on-boarding, assessment, preplanning, team briefing and debriefing for each session.

Responsibilities

- To ensure that all people attending the session are focused, engaged and enabled to get the most out of the wellbeing and resilience programmes to meet their individual needs
- To fulfil briefing and debriefing requirements pre/post session – to liaise with external providers and Programme Development Assistant.
- To empower and upskill all those who support people through modelling and informal teaching
- To be aware of all programme participants on site and to report any potential safeguarding issues to the Programme Management Team
- To be aware of the site environment and report any health and safety issues to the Site team

July 2020

- To support with the on-boarding of programme participants as they start and help to integrate them in their group and relate well with their support staff
- To attend to the needs of individual participants where necessary
- To work directly with programme participants as required (e.g. holiday cover)
- To assist external providers and the Programme Development Assistant in preparing and sourcing of resources
- To provide session evaluation, feedback and data to ensure funder reporting is up to date and accurate
- To line manage the Programme Development Assistant, reporting any concerns/needs to the Programme Development Manager
- To attend mandatory and identified training courses
- To be part of the Lindengate team and participate in external events and fundraising as may be reasonably required

Person Specification

- Social care or mental health qualification or relevant programme delivery experience essential
- An ability to relate to a diverse group of individuals
- An ability to empower others
- Can work independently and use initiative
- A good team player
- Excellent non-judgemental communication skills
- Strong organisational and time management skills
- Confident IT skills
- An awareness of and commitment to learn about Health and Safety and Safeguarding
- An interest in nature and wildlife

Support: Training, where specifically required for the role will be provided

Security checks: Employment is subject to an enhanced DBS check and references.

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