

Mental Health Foundation

Job Description

Group Facilitator

January 2012

Our History

The Mental Health Research Fund (later known as the Mental Health Foundation) was set up in 1949 by a group of people who were dismayed by the lack of research funding for research into mental health problems. They set up the Fund to provide grants for research and development projects. From the outset, the organisation adopted an integrated approach to mental health, bringing together professionals from a range of disciplines that recognised that mental health was influenced by a combination of both social and biological factors. During the 1950s and 1960s the Mental Health Foundation not only established itself as a key funder for research work, but also began to influence Government policy on mental health. This was the start of a model which remains at the heart of our work today. We use our research to make policy recommendations and to change the way services are delivered.

How does the Mental Health Foundation work?

- We research the best ways of tackling mental health problems.
- We turn our research into simple, positive, practical approaches that anyone can take.
- We work with mental health professionals to improve the way people are treated and cared for.
- We campaign to change the way that mental health is viewed in our communities and society through high profile media campaigns and lobbying Government for change.
- We develop simple ways for everyone to look after their own mental health and prevent mental health problems.
- We reach millions of people across the UK each year with our information.
- There is a need for more mental health research, better mental health services, more information, more understanding and, consequently, more funding, so the need for the Mental Health Foundation keeps on growing.

The Mental Health Foundation incorporates the Foundation for People with Learning Disabilities.

More information about our work can be found at www.mentalhealth.org.uk & www.learningdisabilities.org.uk

How to apply

Please read the Job Description for the role before deciding to apply.

To apply, please complete an application form with the completed equal opportunities monitoring form and return it to our Human Resources Team at vacancies@mhf.org.uk

Please note that CVs will not be accepted.

Closing date for applications is 10am on Monday 20th February 2012.

The selection process

Interviews will be held on Wednesday 14th March 2012.

Interview Location

Mental Health Foundation
1st Floor
Colechurch House
1 London Bridge Walk
London
SE1 2SX

Job Description

Job Title:	Group Facilitator (part time – 4 days a week)
Responsible To:	Project Manager (Mental Health Foundation)
Managed by:	Research and Evaluation Manager (Housing 21)
Location:	London
Grade and salary:	D2 - £35,580 p.a. pro rata
Duration:	18 months

Main purpose of Job: Under a secondment arrangement between the Mental Health Foundation and Housing 21 to facilitate a series of self-help groups for people with mild dementia living in sheltered and extra care housing.

Principle Tasks and Responsibilities

Operational

- Liaise with the Project Co-ordinator at the Mental Health Foundation and Service Manager at Housing 21 regarding the design and delivery of the self-help groups for people with dementia living in sheltered and extra care housing.
- Liaise closely with Housing 21 staff working in the schemes involved in the project to identify possible participants for the groups.
- To promote and encourage participation by people with mild dementia and, where appropriate/requested their spouses/partners and scheme-based Housing 21 staff in the groups
- Facilitate the running of 2-3 groups over the course of an 18 month period. Facilitate group members to actively engage and participate in the group.
- Keep a record of key issues that are discussed in each group, any significant incidents that occur, and any positive or negative feedback from the group, and to discuss these with the Service Manager.
- To participate in receiving regular supervision from the Service Manager, and specialist supervision if required, regarding particular dynamics and issues that may arise in the group.
- Where appropriate/necessary, to liaise with family and friends of group participants, other Housing 21 staff, and other staff involved in the support and care of group participants.

- To observe confidentiality in all matters relating to group participants consistent with organisational policies and legislation.
- To keep up to date with new evidence and information about effective self-help and coping strategies for people with dementia, and to share this with group participants, as appropriate.
- To show understanding and commitment to Housing 21's equality and diversity policy and any other relevant policy that relate to their interaction with group participants
- Ensure compliance with health and safety issues, and other relevant policies of Housing 21, within their sphere of responsibility
- To contribute to and support the evaluation of the self-help groups.

General

- To maintain contact with the Mental Health Foundation and the Project Manager.
- To uphold and promote the Mental Health Foundation's commitment to diversity and the benefits it brings.
- To maintain a high standard of confidentiality in professional, personal and financial matters.

This job description is not contractual and is liable to change over time

Person Specification

Group facilitator – Dementia self-help project

<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Relevant health or social work qualification. 	<p>Desirable</p>
<p>Knowledge</p> <ul style="list-style-type: none"> ▪ Broad and in depth understanding of and interest in issues relating to dementia. ▪ Understanding of diversity and equal opportunities. ▪ Understanding of self-help approaches and empowerment in mental health. ▪ Understanding of sheltered and extra care housing. ▪ Understanding of project evaluation approaches. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p>Skills</p> <ul style="list-style-type: none"> ▪ Excellent group facilitation skills. ▪ Excellent verbal and written communication skills. ▪ Ability to work independently and unsupervised. ▪ Ability to develop, inform and sustain professional relationships, partnerships and networks. ▪ Ability to work in collaboration with people with dementia, family carers and other staff/services involved in their support. ▪ Public speaking skills and the ability to lead & participate in workshops, seminars and other learning or promotion events 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>

<p>Experience</p> <ul style="list-style-type: none"> ▪ Experience of group facilitation. ▪ Experience of working with people with dementia and their families. ▪ Experience of running self-help groups. 	<p>Essential (2 years if qualified, 3 years if unqualified)</p> <p>Essential (2 years if qualified, 3 years if unqualified)</p> <p>Desirable</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ Able to demonstrate a commitment to personal reflection and learning in relation to work. ▪ Empathy with the aims of the Foundation. ▪ Natural team player. ▪ Willing to take direction. ▪ Values diversity and shows commitment to equality of opportunity. ▪ Values health and safety and shows a commitment to ensuring a safe working environment. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Mental Health Foundation Benefits

Pension

The Mental Health Foundation considers it is important to encourage people to save for their retirement and as such provides staff (after successful completion of a probation period) with a 10% pension contribution paid into an Age on Personal Pension. Contributions can be invested in a variety of funds according to your investment preference, or alternatively a default fund is available. Staff will also receive death in service life cover at four times salary.

Annual leave

Staff receive 25 days annual leave plus bank holidays.

Maternity/parental leave

Enhanced maternity/parenthood leave entitlements are in place, including extended maternity leave and benefits. (Available after a qualifying period).

Flexible working/work life balance

The right to request flexible working is available to all employees. There are a number of different flexible working arrangements available throughout the organisation, which can be arranged by mutual consent.

Child Care Vouchers

This is a flexible way to meet the costs of your childcare. Part of your salary can be given up or 'sacrificed' in exchange for Childcare Vouchers. Within specified limits, these vouchers are non-taxable and exempt from National Insurance contributions and therefore present a saving for employees who receive them as part of their total employment package. The Childcare Vouchers received are then exchanged, in whole or part, for the approved and registered childcare services you use.

Sickness/absence

The Foundation is required to make statutory sickness payments (SSP) where staff qualify. We also have our own sick pay scheme, including full pay for a period subject to certain conditions.

Employee Assistance Service

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members the Foundation provides a 24:7 independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

Season ticket loan - Interest free loans are available to purchase season tickets for the journey between home and work.