**JOB DESCRIPTION –**

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| **Job title** | Active Monitoring Service Lead Nottinghamshire |
| **Reports directly to** | Nottinghamshire Mind Service Manager |
| **Grade/Salary** | £21164-£26936 depending upon experience |
| **Hours** | 37 per week  |
| **Period of employment** | Initial 12 months (ongoing subject to service recommissioning) |
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| **Job purpose** | * To lead and support in the development, coordination, and evaluation of the Active Monitoring Service
* Lead and support a team of Active Monitoring Practitioners to deliver the service in line with the programme resources and licence
* Lead on liaison with programme Commissioners
* Maintain effective data logging and report systems
* Represent Nottinghamshire Mind at appropriate meetings
* Lead on liaison with National Mind on the delivery of the programme under licence
* Ensure relevant organisation policies and procedures are fit for purpose and adhere too
* Review and report on quality outcomes
* Prepare reports and presentations
* Support to identify and prepare for growth and recommissioning
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| **General Key accountabilities** | * Oversee client data, monitoring and records utilising the Charity Log database system
* Ensure quality standards working within the National Mind Quality Mark framework
* Oversee and report on health and safety issues
* Support, supervise and appraise the Active Monitoring Team
* Identify training needs of team members
* Ensure that the organisations information is consistent with the Mind Branding
* Attend team leader meetings to ensure blended service delivery
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| **Performance review****Safe working environments****Development** | **To continuously review own performance and development needs to assist growth and development by:-*** Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework.
* Participating in training and development opportunities as agreed within the Performance Management process
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| **To ensure a safe working environment for self and the team by:-*** Ensure staff are fully supported with supervisions, wellness and welfare meetings.
* Ensuring a good standard of general housekeeping and infection control within the team’s environment
* Ensuring all H&S concerns are appropriately reported and action taken in a timely manner
* Ensuring H&S policies and procedures are complied with
* Following the formal reporting process for serious untoward incidents and accidents
* Ensuring all risk assessments are completed when appropriate
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| **To assist in the development of the organisation by:*** Gathering data and outcomes
* Identifying cost savings
* Identifying models of evaluation
* Identify funding opportunities
* Identifying gaps in service provision
* Gathering client feedback and data
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**PERSON SPECIFICATION**

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| **Job title** | **Active Monitoring Lead** |
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| **Personal effectiveness** | Essential | Desirable |
| * Ability to effectively delegate
* Ability to multi task
* Have a practical
* Experience of working towards achieving individual and team objectives
* Experience of developing/maintaining partner relationships
* Experience of development of services
* Good time management and able to work to deadlines
* Collaborative team working skills
* Adaptable and resilient, able to work in a challenging and changeable environment
* Self-motivated and effective motivator of others
* Confident, effective and friendly communicator
* Committed problem solver
* Experience of leading a team
 | * Understanding of the challenges experienced by people with mental health difficulties
* An understanding of the third sector involvement in mental health provision
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| **Technical effectiveness** | Essential | Desirable |
| * IT literate
* Ability to work with data base systems
* Experience of supervising staff
* Understanding of health and safety
* Ability to write reports for a range of audiences
 | * Experience of working with Charity Log
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| **Acquired experience & qualifications** | Essential | Desirable |
| * Confident leadership skills
* Maths and English (GCSE and above)
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| **Other requirements** | Essential | Desirable |
| * Flexibility
* A full driving licence and access to our vehicle

(expenses will be paid) |  |