



# Notts County Foundation

Inspiring active change

Notts County Foundation (NCF) is the independent *charitable* arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of sport and physical activity to transform the health and wellbeing of local communities.

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



## Job Description

<b>Job Title:</b>	Mental Health Officer
<b>Responsible to:</b>	Health Manager
<b>Responsible for:</b>	N/A
<b>Location:</b>	The Portland Centre
<b>Document Created (month &amp; Year)</b>	November 2021

### Overview of the role

The primary focus of the Mental Health Officer (MHO) is to provide day to day support, coordination, and delivery of mental health programmes across Notts County Foundation including (but not limited to) Right Mind, On the Ball, Goals 4 Life, Primary Goals, Workplace Wellbeing and other health related programmes. The MHO will help people manage and improve their mental health and wellbeing, recover, achieve their personal goals, build relationships, and connect with their local community.

Included in this will be the consultation of new participants joining our mental health programmes as well as the monitoring and evaluating of active participants progress against individual targets and broader programme Key Performance Indicators. The MHO will assist in the collection, storage, and analysis of participant data, using such information to contribute to reports and presentations as requested by stakeholders, funders, and partners.

The MHO will also be required to liaise with representatives from Clinical, Health, Social Care, and the Voluntary Sector connecting with medical professionals, stakeholders, and participants with appropriate services and elevating the work of Notts County Foundation.

The MHO will be part of the Health Department and report to the Health Manager.

### Key Accountabilities & Responsibilities:

- Act as the lead instructor on NCF's mental health programmes delivering appropriate and challenging activities, sessions, and workshops to a range of participants and service users across Nottingham city and county.
- Deliver a high-quality service in all aspects of programme delivery including consultations, inductions, practical sessions, individual risk assessments, review meetings, and outreach sessions.
- Collect and maintain accurate participant records, tracking all session delivery, outcomes and outputs effectively ensuring that all monitoring and evaluation requirements are recorded and reported in a timely manner to relevant partner organisations, including statistics, measurements, case studies, testimonials, and questionnaire feedback.
- Where necessary, liaise with stakeholders, partners and clinical services involved in our programmes, building effective professional relationships with a wide range of internal and external customers and stakeholders on behalf of the NCF
- Working with the Mental Health Specialist to organise the provision of 1-1 mental health and wellbeing support for participants accessing NCF's mental health provisions.



- Work with the Health Manager and Mental Health Specialist to identify opportunities for improvement of the programme and design of effective sessions based upon service user needs, steering group feedback and local insight
- Have a solid understanding of current national health issues and trends, translating their impact at a local level

### **General Duties**

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- Ensure safeguarding protocol's and policies are embedded and adhered always
- To act as an ambassador for Notts County Foundation at all times
- To undertake any other duties that may be required as deemed appropriate

### **Equality, Diversity, and Inclusion**

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

### **Safeguarding Statement**

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



## Personal Specification

Category	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• QCF Level 3 in Health and Social Care (or equivalent)</li> <li>• First aid qualification (1-day or 3-day qualification)</li> <li>• Specialist population instructor qualifications, as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Foundation Degree level or higher in a relevant field</li> <li>• Level 4 Mental Health qualification</li> <li>• Level 2 Certificate in Mental Health Awareness (or equivalent)</li> <li>• Level 2 Gym, Personal Trainer and/or Group Exercise Qualifications, as appropriate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in health or social care including in community-based services</li> <li>• Delivering structured courses, workshops, or groups to adults, young people, and children</li> <li>• Providing support or advice to people with mental health needs and specialist populations</li> <li>• Working knowledge of collating and displaying evidence to produce monitoring and evaluation statistics</li> <li>• Working knowledge of Microsoft Office, Excel, and databases</li> <li>• A sound understanding of safeguarding and reporting mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Substance Views</li> <li>• Understanding of local priority areas regarding health and wellbeing</li> </ul>
<b>Personal Qualities/Attributes</b>	<ul style="list-style-type: none"> <li>• Good organisation, planning and time management skills</li> <li>• Strong interpersonal skills with the ability and confidence to develop effective working relationships with a wide range of participants, organisations, and partners</li> <li>• Excellent communication skills, verbal and written with the ability to present information clearly</li> <li>• Good understanding of the needs of people with mental health needs</li> <li>• Able to behave ethically and professionally and achieve high levels of performance in self and others</li> </ul>	



	<ul style="list-style-type: none"><li>• A passion to strive for continual improvement and a commitment to delivering a quality service</li><li>• Able to enable innovation and change through the involvement of others</li></ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Must have access to own car</li><li>• Willingness to travel for business reasons</li><li>• Work outside normal office hours, including evenings and weekends, when required</li><li>• The successful candidate will be required to undergo an enhanced DBS check</li></ul>	