



Western Locality Coordinator JOB DESCRIPTION



Responsible to:	CEO
Hours of Work:	21.5 per week (3 days)
Location:	Remote / Bognor Regis Office / Hybrid
Salary:	£11.25 ph
Contract:	Fixed term contract (until March 2024)

About CAPITAL

Founded in 1997, CAPITAL is led by its members, staff, trustees and supporters – all of whom have lived experience of mental distress.

We aim to work from a bottom-up approach, giving all a voice, using consultation and coproduction methods to encourage everyone to contribute their ideas and set the direction for the charity.

We originated by developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in West Sussex which influenced local mental health services.

We currently have a membership of around 300 people, who are offered training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums.

Since 2022 we are leading coproduction within the West Sussex Mental Health Community Transformation Programme and have set up a new independent network: SCALE (Sussex Coproduction and Lived Experience.) We are working alongside community organisations and groups in West Sussex to effectively coproduce and develop a longer-term vision for mental health services (and the priorities of the NHS Long Term Plan.)

CAPITAL is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making local services accessible for anyone needing mental health support.

Purpose of the Role

CAPITAL's work across West Sussex is currently divided into three localities:

- **Adur, Arun and Worthing** which covers the coastal strip from Littlehampton to the border with Brighton & Hove
- **Northern** which includes Horsham, Crawley, Haywards Heath, Burgess Hill and East Grinstead
- **Western** covering Bognor Regis, Chichester and Midhurst

Locality Coordinators play a key role in developing and promoting the development and engagement of the membership in their locality.

Coordinators take responsibility for the management and supervision of the CAPITAL Peer Team in their area, and will also lead potential new project developments.

Working closely with colleagues, the roles also seek to proactively engage with diverse communities of the county.

We work in rural areas, so ability to travel is essential.

CAPITAL Project Trust is working through a period of change and development and the post holder will need to be prepared to work flexibly within this changing organisation. This therefore may result in some changes to the key tasks of this role.

Responsibilities

1. Plan and facilitate monthly locality meetings, working with members / attendees / stakeholders
2. Take responsibility for paying petty cash to members to cover their travel costs and provide a record of payments made to the Finance Manager
3. Manage and supervise the in-reach peer support team in your locality, ensuring adherence to our supervision and one-to-one policy
4. Ensure that CAPITAL Peers submit monitoring and reporting data within deadlines
5. Share chairing and collaboratively plan with co-ordinators the quarterly CAPITAL Peer team meetings
6. Attend CAPITAL quarterly member meetings, facilitating groups and planning as required
7. Assist in developing funding bids to expand the work of CAPITAL Project Trust
8. Represent CAPITAL at external events within your locality, support member engagement and look for new partnerships to enhance the work of CAPITAL Project Trust
9. Work positively with other stakeholders to build effective working partnerships
10. Work flexibly and undertake any other duties, that are commensurate with the post

PERSON SPECIFICATION: Western Locality Coordinator

Essential Criteria

Experience and Skills

1. Experience of using mental health services / lived experience of mental distress and empathy with people who experience mental health issues
2. Experience of involving community members in the effective influence and participation of projects and/or services
3. Good communication, facilitation skills and experience of running groups
4. Able to manage staff and understand practise of supervision / one-to ones
5. Experience of working with a range of partners and stakeholders
6. Sound organisational skills, self-motivated, able work on own initiative, including the ability to prioritise workload, & meet tight deadlines
7. Flexible approach to working hours and ability to travel throughout West Sussex

Knowledge and Understanding

1. Understanding of lived experience leadership
2. Understanding of the importance and value of independent peer support
3. Understanding needs within the management of a team of peers with lived experience
4. Commitment to the ethos and values of the CAPITAL Project Trust

Desirable Criteria

1. Experience of working with and involving people from different cultures
2. Experience of being part of a peer support group
3. Experience of devising and/or delivering shared learning/training/workshops
4. Experience of social media / devising copy for newsletters
5. Experience of working on a variety of different projects at the same time
6. Experience of supporting the writing of funding applications

The job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the CAPITAL Project Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.

This post is subject to an enhanced disclosure check (DBS).

The CAPITAL Project Trust complies fully with guidance issued by UK Government and Visa Immigrations to ensure the prevention of illegal working in the UK therefore successful applicants will be required to demonstrate their entitlement to work in the UK by providing documentation requested.