

Role Description for Future Focus Deputy Team Leader

Reviewed April 24

Main terms

Number of Roles and Employer	1 Burton and District Mind
Hours:	37.5 hours per week, Monday to Friday 9am-5pm (may include occasional evenings and weekends).
Contract:	12 month fixed term contract with possible extension subject to funding.
Salary:	£26,325.00
Responsible to:	Future Focus Operations Manager
Responsible for:	Future Focus Recovery Workers Community Volunteers as required
Liaise with	Operations Manager, Future Focus Recovery Workers, Volunteers, Burton and District Mind team, Mental Health Practitioners from MPFT, voluntary sector partners, people with mental health problems and their carers, other local mental health providers and external charities.
Based in:	Burton and District Mind, Mental Health Clinics across East and South Staffordshire. Work from office, home, travel across Staffordshire expected
Annual leave	22 days plus bank holidays Length of service leave available
Pension:	Compatible workplace pension
Travel:	Must have full driving licence and access to a car for travel for which reimbursement of out of pocket expenses is available.

Background

The Deputy Team Leader will provide flexible support to individuals with acute mental health issues as part of the East Staffordshire Future Focus Partnership. This non-clinical role involves setting goals, monitoring progress, and offering community-based interventions to promote recovery. The DTL will also facilitate connections to other services, promote self-care and independence, and assist the community in supporting those with mental health challenges. Additionally, the DTL will coordinate warm handovers with the Mental Health Team of MPFT and deputise for the Operations Manager as needed.

Key functions of post

Please note that this is a new post, and these functions may evolve as the role is implemented. This will be done in consultation with the appointed persons.

1. In partnership with the MPFT Integrated Neighbourhood Teams, be responsible for an agreed caseload of service participants who have acute mental health needs across an agreed service area.
2. Complete warm handovers with MPFT Mental Health colleagues and participants referred to Future Focus in a timely manner.
3. Attend weekly allocation and service delivery meetings with the Operations Manager.
4. To deputise for the Operations Manager when required.
5. As directed by the Operations Manager, deputise for Recovery Workers if required and to ensure cover is arranged as required during staff absence.
6. To attend MPFT meetings as a representative of Future Focus and Burton and District Mind.
7. In partnership with the MPFT Integrated Neighbourhood Teams, be responsible for an agreed caseload of service participants who have acute mental health needs across an agreed service area.
8. To actively listen to and understand the needs of participants which results in the coproduction of a Recovery Plan with reference to the agreed MPFT Care Plan and with use of the Future Focus Outcomes.
9. Provide support though one to ones and group working towards goals noted by the Future Focus Outcomes, in-house training and with reference to the Living Operations Manual.
10. To make use of the ICT systems available from Burton and District Mind and MPFT, such as RIO.
11. To support the participant in implementing social interventions to reduce the wider determinants of mental health problems which will include warm introductions.
12. To complete warm introductions resulting in the participant receiving support from appropriate services and projects within the organisation, the partnership and external agencies.
13. To provide mental health self-help advice to participants including advice on wellbeing, sleep, diet, physical activity, interpersonal skills and employment/ education.
14. To support community groups and services to be accessible to people with mental health problems.
15. To complete all administration and reporting linked to the service in a timely manner to an excellent standard including keeping a record of meeting dates, function, time spent, and outcomes achieved.

16. To support charity promotion and contribute to community fundraising which is likely to involve using your image, shared on the internet and other media.
17. To reflect and share experiences and learning with the team as part of regular team meetings.
18. To build and maintain positive relationships with healthcare providers, charities and other agencies that contribute to the wellbeing of people with mental health problems.
19. To undergo any training relevant to the role either internally or externally. This will include training in the induction by the partnership organisations and MPFT.
20. To uphold data protection, professional standards and safeguarding policies and report illegal activity as required and informed by training and policy.
21. Attend regular one to one supervision with the appointed line manager reporting on all areas of responsibility.
22. Undertake any other duties as delegated, which are deemed appropriate within the pay scale and responsibilities of the post and following consultation.

Person Specification

Qualifying Criteria

1. Enhanced DBS, with no offenses listed for a minimum of 12 months.
2. Two (2) references outlining ability to work with vulnerable people.
3. Clean driving licence, use of a car and knowledge of Staffordshire's transport links.

Experience & Qualifications

4. 6 months minimum experience of supporting with people with mental health experience to recovery – this can include personal lived experience, as a carer of a person of mental health problems or working or volunteering for mental health services.
5. Experience of supervising a team.
6. 6 months experience of Care and Support Planning and Recovery ethos.
7. Understand and speak English – qualified at GCSE C or above.
8. Recognised Lv2 qualification Mental Health Awareness or equivalent qualifications or training.
9. ICT skills at Lv2 and experience of working with MS Office.
10. Record of continuous practice development, and willingness to build on this.

Knowledge

11. Understanding of the local safeguarding policy and processes.
12. Understanding of equal opportunities and diversity policies/
13. Understanding and ability to contribute towards suicide prevention plans.
14. Understanding of services and community assets available to participants and ability to build trusted partnerships with external providers.

Qualities

15. Ability to maintain professional conduct whilst support people with severe mental health problems, sometime with complex needs and demonstrating difficult behaviour.
16. Ability to empathise and build trusted, professional relationships with people with mental health problems.
17. Ability to identify concerning behaviour, illegal behaviour and/or abuse and able to report this in a sensitive manner to the appropriate professional, safeguarding officer/team and/or police as required.
18. Ability to reflect and respond positively to constructive criticism during one-to-one supervision and team peer sessions. Willingness to attend regular support and supervision by a suitably qualified manager/team leader.

Skills

19. Facilitating group sessions.
20. Motivation and negotiation skills.
21. Reporting safeguarding incidents in a timely manner to high standard.
22. Evidence of working practice in identifying and understanding individual needs and translating these needs into outcomes for care planning.
23. Able to work from home and have appropriate internet access and appropriate space to allow for safe VDU use.

Desirable:

24. Six months experience of working with people affected by Eating Disorders, Personality Disorders, Learning Disabilities, Substance Misuse, or other psychosocial issues such as rough-sleeping/homeless, violent offending or complex needs.
25. Experience of working within recovery or rehabilitation services.
26. Knowledge of involvement and participation processes.
27. Knowledge of outcomes recovery systems – such as Wellness Recovery Action Plans, Recovery Star or Wheel of Life.
28. Previous experience of volunteer management.