

Sheffield Mental Health Co-ordinator

District Stage Two Application

This is to be read alongside our initial Stage One application, as well as the Job Description, Person Specification and Budget for the initial 3 years of the project (below). In this document, we will try and address some of the questions and challenges that we were set at the District Leading Team in early July.

Outcomes from the project

Following on from the DLT meeting, our working group met to clarify the outcomes that we are wanting and expecting to see from the project. These are as follows:

- To train 250 people across the Circuit in the Mental Health First Aid (MHFA) England 2-day course within the first year. This includes:
 - At least two members of each Church congregation – **not including** the Church Minister and any Lay Workers employed by the Church
 - Every Minister and Lay Worker within the Circuit to have undertaken the training. The majority – but not all – of the current Ministers and Lay Workers have undertaken the training; with new Ministers starting in September, and new Lay Workers starting across the Circuit throughout the year.
 - Leaders and key volunteers from other groups using Churches buildings and close partners. We may look to charge £30 / person from these groups to cover the cost of the MHFA Accreditation and booklets.
- Starting 6-7 new Mental Health related projects in years 2 and 3 of the project *in partnership with local Methodist Churches*, serving both Church members / attendees and their wider local community. The role of the Mental Health Coordinator is to **start** each project, and work with the Church over, for example, a 6-month period so that the project can become sustainable beyond the life of the role.
- The current intention is that this is a 3-year fixed term role, with the MHFA Training in Year 1, and the development of 12-14 projects in year's 2 and 3 across the life of the Circuit ensuring that there is a long-lasting legacy of the role within the life of the Circuit. However, that intention will be reviewed at the end of every year; and it could be that a new role is needed once this project has been completed.

Numbers of people from Churches across the Circuit engaging with the project

Over the past two years, 65 people from 26 Churches across Sheffield Circuit have engaged with Mental Health Training offered by Tim Jansen; either the MHFA Adult or MHFA Youth Courses or another Mental Health related Course run by Tim.

In addition to that, around 50 people attended the Mental Health and Christianity Conference which took place in May 2022. There were a number of delegates from Sheffield Circuit as well as other denominations and individuals from other Circuits and Districts outside of Sheffield. We were privileged to have Rev. Sonia Hicks, former President of Conference, and Rev. Gill Newton join us for lunch, a workshop and part of the closing worship.

Throughout that time, the Mental Health Sub-Group have engaged with the life of the Circuit through the Circuit Leadership Team and Circuit Meeting. Since the DLT Meeting in early July, we have intentionally spoken to a number of Churches to try and explore how realistic it is that local Churches will engage with this work.

- Through conversations with Rev. Jill Pullan, we have identified a Grief and Bereavement Course which Jill and Rev. Debora Marshcner have run at Chapeltown Methodist Church. Whilst not directly linked to Mental Health, there could be potential for Mental Health related links to that

group. Whilst run initially at Chapeltown, Jill and Debora have intentionally worked together on it with the intention of rolling it out in other parts of the Circuit as well.

- In Parson Cross, on the recommendation of Tim Jansen in his consultancy role, Parson Cross Initiative (PXi) have commissioned Thrive Community Wellness to run a 6-week course looking at fitness, well-being and Mental Health from late-September. This will be open to local Church members, those who attend the community groups run by PXi and also the wider community, as they will be advertising it via Social Media and other local community groups (e.g. Doctors, SOAR, Parson Cross Forum etc).
- Four of our Youth and Children's Workers, who have completed the MHFA Youth Course with Tim Jansen previously, have indicated that they would be keen to both signpost and encourage their volunteers to undertake the MHFA Course with the new worker; and to work with them to develop Mental Health related projects within their Church Youth and Children's Groups. We would be keen that the worker worked with them and their Minister to potentially open up any projects to the whole Church congregation.

We also believe that there are a number of other exciting opportunities to develop Mental Health projects in partnership with other Churches within the Circuit and other organisations:

- Methodist Housing Association (MHA) Communities run a Lunch Club at Wesley Hall Methodist Church (as well as at Victoria Stafford Road and Christ Church Wadsley Bridge Anglican Church). MHA also have their Southcroft Retirement Housing on Psalter Lane in Sheffield too, with St Andrew's Psalter Lane having engaged with Tim and his training as well. MHA currently do not have accredited training for their staff, so this could be a exciting opportunity to develop some work.
 - As an aside, MHFA currently do not have a version of their training targeted to older people. Whilst this has been flagged with MHFA, we could potentially create a session to add on to the standard training highlighting specific issues, triggers and symptoms to be alert to.
- In the City Centre, Victoria Hall are engaging with a wide range of people who would benefit from both the MHFA Training and a Mental Health related project. These could include the Oasis Congregation; the work carried out by Deacon Jackie Wright; as well as other groups associated with the building, such as the Sunday Centre and Assist.
- A significant number of our Methodist Church Buildings are used by other user groups throughout the week. In Year 1, we would like to offer out the MHFA England Training to any groups who use our Church buildings and any close partners linked to our Churches and / or Circuit. Alongside significantly increasing the population of people who could undertake the training, we believe that this:
 - 1. Is a practical demonstration that don't think of our user groups solely as a income stream, and want to build a meaningful relationship with them
 - 2. Is a good excuse to start conversations about local missional partnerships
 - 3. Is a demonstration that the Church takes Mental Health seriously.

There are other examples we could share here, including at Firth Park (Sam's Space and the Church), Wisewood, Christ Church Stocksbridge and potentially Metal Methodist run by Rev. James Morley.

JOB DESCRIPTION

Job Title	Circuit Mental Health Coordinator		
Reports to	<i>Superintendent</i>	Location	<i>Sheffield Circuit Office</i>
Circuit	<i>Sheffield Circuit</i>	Salary	Up to £20 / hour subject to qualifications and experience

Job Purpose and Objectives

The post's purpose is to promote and develop Mental Health expertise amongst Circuit Staff and local Church Members; alongside providing expert support and advice in times of Mental Health related crisis.

From year 2 of the project, to enable and facilitate mental health related missional projects in local Churches across the Sheffield Methodist Circuit, forging strong and effective professional working relationships across a broad and diverse range of stakeholders

To be the public face of a 'mental health matters' campaign across the Sheffield Methodist Circuit proactively promoting mental health conversations whilst encouraging engagement and raising awareness with ministers, lay employees, and office holders.

Responsible to:

The Lay Employee will be employed by the Circuit Meeting and will be line managed by the Superintendent or another Circuit officer.

Main Responsibilities

- To deliver the MHFA Adult and Youth Course to all staff (Ministers and Lay Workers) and appropriate Church Members and Volunteers, alongside other Mental Health Training Courses and sessions as appropriate, with the aim of training at least 2 people per Church across the Circuit.
- Provide expert advice and support when a Mental Health Crisis occurs e.g. a Church Member considering to complete suicide, including signposting and providing supportive networks.
- From year two, work with and support local Churches within the Circuit to develop and establish new Mental Health Projects to support people within their local contexts e.g. Male Suicide Prevention group in Greenhill / Mental Health Support Project in Parson Cross with Parson Cross Initiative and the local Methodist Churches.
- Establish working partnerships with local Mental Health services, and other community partners, to ensure that timely, relevant and effective support is accessible to those individuals who from time to time may need signposting
- Be visible across the Circuit in order to form relationships across all stakeholder groups including establishing a relevant network of Mental Health volunteers, up-skilling them to help drive awareness of, and training in, Mental Health in their contexts.

- Attend quarterly Circuit meetings and meetings of the Circuit staff as appropriate. (Other meetings only to be attended when specially requested).
- Keep adequate and secure records of contacts and of work undertaken, liaising with the relevant Safeguarding Officers as needed.
- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement, from the line manager and management group.
- Any other duties and responsibilities, identified by the Superintendent as are within your capabilities and level of responsibility, in order to meet the needs of the circuit.

Terms and Conditions

- Terms of appointment: 3 year *fixed Term*
- The salary/rate of pay will be: Up to £20 *per hour, depending on qualifications and experience.*
- Normal working pattern: 20hpw, *including some evening and weekend working; to be agreed with the Line Manager*
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 33 days annual leave entitlement per year inclusive of public holidays (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the Lay Employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Education & Training			
Demonstrable level of study related to Mental Health, or an associated discipline.	X		A, I
Evidence of ongoing professional development within Mental Health or a closely related discipline	X		A, I
Diploma or Foundation Degree in Counselling or equivalent		X	Q
Trained MHFA Course Tutor in their Adult and Youth Courses, or a willingness to undertake the relevant training upon commencing the role	X		Q
Proven Ability			
Proven direct work experience of working with people with Mental Health difficulties	X		A, I
Experience of relating spirituality and faith to the workplace	X		A, I
Ability to multi-task, managing multiple ongoing projects at the same time	X		A, I
Experience of working with external agencies in building effective ongoing partnership working.		X	A, I
Delivering training to adults to a high standard.		X	A, I, P
Experience of developing local community based projects, either in a Church or secular setting.		X	
Ability to write and record accurate, concise and relevant reports with strong IT skills and an understanding of the GDPR data protection acts.	X		A, I
Special Knowledge & Skills			
Be able to demonstrate a high level of emotional intelligence in dealing with sensitive situations	X		A, I
Self-disciplined to problem solve with minimum supervision	X		A, I
An understanding of the importance of GDPR, prepared to fully embrace and deliver the Methodist Church's policies within this area.	X		A, I

Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual.	X		A, I
Able to maintain appropriate levels of confidentiality across a complex case load demonstrating a balanced professional, sensitive and compassionate approach.	X		A, I
Any Other Requirements			
Able to work collaboratively and build professional and effective relationships with a wide range of stakeholders	X		A, I
Committed to undertake the Methodist Safeguarding Training at the earliest opportunity	X		A, I
Required to make application for an enhanced DBS certificate with a satisfactory disclosure	X		A, I
Experience of working alongside the Christian faith with mental health matters, with demonstrable experience in the application of measures in a church context.		X	A, I
Knowledge and experience of churches in the UK and a willingness to help navigate the intricacies and complexities of mental health matters in a faith context.		X	A, I
Existing knowledge of or commitment to learn and embrace the working practices and structures of the Methodist Church appreciating the necessity to become embedded in the heart of the Circuit.	X		A, I
In sympathy with the ethos of the Methodist Church as expressed through <i>Our Calling</i> and <i>Priorities for the Methodist Church</i> .	X		A, I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

MENTAL HEALTH CO-ORDINATOR BUDGET

	Year 1	Year 2	Year 3	Notes
Salary costs				
Hours/ week	20	20	20	
£/ hr	£20.00	£21.00	£22.05	5.0% salary inflation
people trained (14 hour MHFA course)	250	40	40	
Salary	20,800	21,840	22,932	
NIC	1,761	1,918	2,082	
Apprenticeship levy	104	109	115	
pension (6%)	1,248	1,310	1,376	
	23,913	25,178	26,505	
MHFA fees (£50 per participant)	12,500	2,000	2,000	
Laptop	800			
Mobile phone	480	180	180	
Travel	750	750	750	
Professional indemnity insurance	1,000	1,000	1,000	
Other expenses	1,000	1,000	1,000	
TOTAL COSTS	40,443	30,108	31,435	101,986

POTENTIAL FUNDING				Total	% costs
Circuit (25%)	8,000	8,000	8,000	24,000	24%
District	6,000	7,000	7,000	20,000	20%
Benefact Trust	20,000			20,000	20%
TMCP	5,000	5,000	5,000	15,000	15%
Other trusts	1,443	10,108	11,435	22,986	23%
FUNDING REQUIRED	40,443	30,108	31,435	101,986	100%

MENTAL HEALTH CO-ORDINATOR POTENTIAL FUNDING SOURCES

Funder	Priorities
District	new missional initiatives
TMCP	mission & staffing - need to check they support circuit level roles
Benefact Trust	funding for 12 month projects: <ul style="list-style-type: none"> - increasing MHFA training - community wellbeing/ mental health support groups - (staff/ clergy wellbeing support) - (counselling or other specialist services)
Sheffield Church Burgesses	relief of distress and sickness, other disadvantage
Garfield Weston	simple but practical projects that enable religious buildings to be used for an inclusive range of charitable purposes by their local communities - emphasis on groups improved/ established and wider community impact
SYCF community grants	isolation, disadvantage, wellbeing - not religious. Emphasis on enabling community support groups required prioritise local support groups - maybe circuit is too large
Talbot Trusts	health related causes benefiting Sheffield residents, including living with mental health challenges
Awards for All	Strong emphasis on demonstrating community consultation etc. We have been given a grant by them to start off the work, so will need to demonstrate how this is now different/ building on that
Harry Bottom Trust	advancement of religion, the relief of the aged, sick, and poor, the advancement of education, the relief of persons suffering from chronic diseases, research into the causes or cures of chronic diseases