



**Outreach and Volunteer coordinator, Band – Community Mental Health Project  
Borough of Bolton**

**29.6 hours per week**

**Grade 3 (lower) Point 11-15: £28,315 - £31,073 FTE per annum (£22,652 – £24,858.40 pro rata per annum)**

**Permanent Contract**

**Are you a self-motivated, innovative team player, who is solution focused and passionate about making a difference? Do you have an excellent track record of retaining and delivering excellent operational services? If so, we want to hear from you.**

At Family Action we transform lives by providing practical, emotional and financial support to the most vulnerable members of our society – those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community-based services, as well as supporting thousands more through national programmes and grants.

You will coordinate and lead on safe recruitment, induction and training of an appropriately diverse, skilled and experienced volunteer workforce. To support the delivery of a recovery focused mental health service, this role will play a critical part in the initial assessment, health and wellbeing planning and reviews for people in contact with the service. You will line manage a small team of volunteers to deliver ongoing support as part of the individuals' recovery plan.

You will contribute to the delivery of mental health related courses, such as Living Life to the Full and Ways of Wellbeing, as well as working with partner organisations to build knowledge and understanding of approaches to mental health and wellbeing.

Proficient in Microsoft Office and client management systems, with strong IT and administration skills.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community / particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse any reasonable travel costs associated with attending an interview.

**What we offer**

We will offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative, non-hierarchical organisation that values your opinion, encourages learning and has the needs of children and families at its core.



We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual respect. If you share these values and behaviours and have the necessary skills, then we look forward to hearing from you.

**Next steps:**

- **To apply:** fill out the [Application Form](#) and email it to: [completed.application4@family-action.org.uk](mailto:completed.application4@family-action.org.uk)
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

**Closing Date:** Monday 26<sup>th</sup> February 2024 at 9.00am

**Interview Date:** 11<sup>th</sup> March 2024

Appointments are subject to satisfactory Safer Recruitment checks, including a Disclosure and Barring Service (DBS) check where appropriate to the role.

**ID: 1079**