

**Job Description – MHELO Coordinator**

**Summary of the Role**

MHELO is a supportive network for people with lived experience of mental health issues, that runs network meetings, consultation sessions and events. The Coordinator’s role is to support the smooth running of the group whilst ensuring that it is still very much led by its members. Currently MHELO runs monthly network meetings in Gloucester, however a key aim for this role in 2018/19 is to develop networks and plan events in other areas of Gloucestershire.

**Job Purpose: To support the smooth running of MHELO whilst ensuring that it is still member-led, and growing and developing the network into new areas of Gloucestershire.**

**Reports to: Engagement Manager**

**Main Duties and Responsibilities**

1. Facilitate and support monthly Network meetings, open to anyone with mental health issues and usually featuring a specific topic or guest speaker
2. Coordinate and support monthly Steering Group meetings, at which strategic decisions are made and contract delivery is monitored. This includes supporting the group to set an agenda, sharing papers before the meeting and taking minutes.
3. Coordinate and facilitate four events per year, each attracting approx. 50 people with lived experience of mental ill health
4. Support MHELO’s involvement in the provision of mental health quality checking alongside Inclusion Gloucestershire
5. Develop two further networks in 2018/19 in different districts (Cheltenham, Stroud or the Forest of Dean), attracting 6-10 individuals per group with growing momentum
6. Capture data on the number of individuals in attendance at events, as well as feedback as applicable
7. Support MHELO to work alongside the County Council and Clinical Commissioning Group’s Integrated Disabilities Commissioning Hub to coordinate Mental Health Stakeholder Events.
8. Support MHELO to create, update and follow a Business Plan
9. Manage the MHELO membership database, email account and social media, including keeping the mailing list and social media followers updated about upcoming meetings and events
10. Support MHELO to undertake marketing, publicity and engagement with the wider network. This will include sharing information from other agencies to enable individuals to be aware of other local services
11. Support MHELO in fundraising efforts for both one-off events/projects and longer term sustainable funding.

This role will require some early evening work as Network and Steering Group meetings usually finish at 6 or 7pm.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the organisation.

**Essential Skills/Experience/Attributes**

* Able to plan and coordinate events and meetings
* Comfortable working with a range of people with varied experience of mental ill health
* Able to work without supervision and use initiative when necessary
* Trustworthy and able to handle confidential information
* Comfortable using social media (Facebook and Twitter)
* Enthusiastic and able to get others enthused and involved in MHELO
* Happy to take a ‘backseat’ facilitative role, ensuring that members lead the group and are supported to do so
* Organised and able to organise others
* Reliable
* Positive
* Willing to learn
* Friendly, caring and understanding

**Desirable Skills/Experience**

* Experience of supporting or working with people with mental ill health
* Experience of organising events and/or consultation settings
* Experience of raising funds for a charity or not-for-profit organisation

**Values and Personal Beliefs**

Inclusion Gloucestershire is driven by its values, at the heart of all that it does. Teams are expected to share and demonstrate these values:

* Make sure everyone is involved and included
* Empower choice and control through peer support and place experts by experience at the centre of our delivery
* Challenge when things aren’t right and give people with disabilities a strong voice
* Treat people fairly and always behave in a way that is honest and trustworthy even when nobody is looking
* Be a caring and professional organisation who work together towards shared goals
* Work together to deliver exciting new ideas and support each other, our members and our community.