

## JOB DESCRIPTION

<b>Job Title:</b> Senior Project Worker & Coordinator (Youth in Mind: Connect)
<b>Hours Per Week:</b> dependent on current contract
<b>Pay:</b> Payband 4a - 5b (£26,700 - £29,175)
<b>Contract:</b> Permanent
<b>Holidays:</b> 28 days per annum + additional discretionary leave
<b>Start Date:</b> April 2026
<b>Department:</b> Youth in Mind: Connect
<b>Directly responsible to:</b> Operations Manager/Service Manager
<b>Location:</b> Shipley Office with regular travel across Bradford District.
<p>Major Duties:</p> <ol style="list-style-type: none"> <li>1. To lead and coordinate our early help projects as part of the Youth in Mind: Connect service.</li> <li>2. To manage a small team of 3-4 staff and volunteers with the support of your manager to deliver group work to children and young people 5-17 (up to 25 with additional needs across Bradford District).</li> <li>3. To work with children, young people and their families predominantly in a group environment, using a variety of interventions, to identify needs and to achieve positive outcomes.</li> <li>4. To sign up and coordinate young people into our group offer throughout the year and ensure we have a strong take up and number of young people in our groups.</li> <li>5. To work closely with our other Youth in Mind: Connect partners to ensure effective triage, coordination and contribution to the Youth in Mind: Connect service and the Early Help offer across Bradford District.</li> <li>6. To work closely with community leaders to ensure Invictus' offer to them is robust and effective and that they are getting the service they want and need.</li> <li>7. Under supervision, undertake accurate assessments of risk to self and others</li> <li>8. To identify and report safeguarding incidents, in line with relevant Invictus Wellbeing's policies.</li> <li>9. Provision of information, advice and guidance (IAG) to YPs and staff regarding related issues, typically these would include general welfare, academic, professional, health and personal.</li> <li>10. Reporting on trends and needs in the above areas in order to improve and develop support for young people.</li> <li>11. To keep accurate records including registers, outcome measures and more and compile this data to contribute towards quarterly reports.</li> <li>12. To keep spreadsheets, administrative processes and client records up to date.</li> <li>13. Ensure that confidentiality is always protected in accordance with confidentiality policy and procedures.</li> <li>14. To manage busy caseloads ensuring effective communication with families, professionals, staff, CYPs and more.</li> <li>15. To undertake ongoing professional development relevant to mental health and emotional wellbeing services.</li> <li>16. To undertake other duties which are commensurate with the role.</li> <li>17. Develop, maintain and expand referral pathways to ensure adequate number of referrals are being received by the service.</li> <li>18. Lead engagement for your service; increasing visibility, collaboration and innovation by partnering and working closely with other organisations including but not limited to CAMHS, NHS partners, VCSE partners, schools, colleges, youth groups and more.</li> <li>19. Establish pathways to increase engagement from underrepresented and underserved groups such as BME, LGBTQ+ and other groups to tackle health inequalities.</li> <li>20. Be an active member of the Area Leadership Team; contributing to organisational development in your respective area.</li> </ol>

## ABOUT THE ROLE

We are looking for a highly motivated projects coordinator to lead and coordinate our exciting new projects as part of the Youth in Mind: Connect Service. The coordinator will work closely with our operations manager to lead and deliver our Safety Nets and Thrive programmes to young people across Bradford District and Craven.

The coordinator will coordinate the two programmes whilst managing a small team to deliver the projects on a weekly basis. The coordinator will also be involved in the delivery of group work and activities on a weekly basis. Groups will be typically delivered for 1-2 hours at a time on a weekly basis, with 3-5 groups a week happening. The coordinator will allocate their team across these groups, with groups running in cohorts between 10-16 weeks.

The coordinator will review all referrals into the projects, liaise with parents and allocate young people to the most appropriate service offer. They will also work closely with the operations manager to manage pathways to internal and external services, alongside liaising with the other providers within Youth in Mind Connect.

The coordinator will be part of our area leadership team and will contribute towards the operational leadership of our Bradford District and Craven teams, based in Shipley.

This job will require regular evening work and occasional weekend work.

## **ABOUT INVICTUS WELLBEING**

[Invictus Wellbeing](#) is one of West Yorkshire's leading Children and Young Person's Mental Health Charities. We offer timely, effective and accessible mental health support whilst also promoting positive mental wellbeing in the communities we serve. We offer a range of services across Bradford, Calderdale and Kirklees and work with thousands of young people each year.

Our mission is to ensure that all children and young people have access to the support they want and need. We work exclusively with children and young people (5-25) and offer person centred support and care through counselling, support and evidence based interventions.

Our core values are collaboration, innovation, compassion and integrity and we expect all staff and volunteers to uphold these core values through their work with children, young people and families.

This is an exciting time to join our organisation as we enter our tenth year of existence and deliver new and innovative mental health services across Bradford and West Yorkshire.

## **ABOUT YOUTH IN MIND: CONNECT**

Youth in Mind: Connect (YiM: Connect) is a partnership service as part of Bradford and District Early Help Services. Yim: Connect is led by Bradford District and Craven Mind and includes Invictus Wellbeing, All Star, Family Action, Barnardos and Brathay Trust. Each partner has a distinct service offer within the service which is focused on supporting young people with their emotional health and wellbeing, predominantly in a group format.

The service aims to offer children, young people and families (0-25) with timely, effective and accessible interventions. The interventions will be trauma informed, focused on early intervention and working with a person centred approach. Yim: Connect partners will meet and work together regularly to ensure each young person and family is getting the most appropriate support.

## **PERSON SPECIFICATION**

You will be a passionate, autonomous and highly organised individual with experience and knowledge of managing small teams and working in a group environment with children, young people and families. You will be a positive, enthusiastic person who can not only strongly lead a small team, but can deliver high quality group interventions to groups of young people from varying backgrounds and presenting with varying needs

You will be highly organised, have a willingness to learn new things and above all be passionate about improving children and young people's mental wellbeing. Networking and creating new partnerships is fundamental to this role, and will require a highly confident and innovative approach to ensure the success of our delivery.

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## PERSON SPECIFICATION: CONT'D

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

Criteria	Criteria E= Essential D= Desirable	Measured by A=Application I=interview E=exercise
<b>Qualifications</b> <ol style="list-style-type: none"> <li>1. Be educated to undergraduate level or equivalent</li> <li>2. To have 3 A Levels at pass level and 5 GCSEs at pass level including English and Maths</li> <li>3. Holds a recognised membership of a relevant professional body (BACP/ PTUK/ UKCP/NCS/BPS)</li> <li>4. Qualification in Social Work, Youth Work, Counselling, Psychotherapy, Psychology or other relevant fields.</li> <li>5. Full &amp; Clean Driving License</li> </ol>	D  E  D  E	A  A  A  A
<b>Qualities</b> <ol style="list-style-type: none"> <li>6. Initiative, problem solving and openness to change</li> <li>7. A collaborative team player, concerned with team success as well as individual performance</li> <li>8. Passionate and committed to improving the mental health and wellbeing of local children and young people.</li> <li>9. Shares information, good practice and skills with their colleagues and wider networks.</li> </ol>	E  E  E	A/I/E  A/I  A/I

10. Good listener who responds well to feedback	E	A/I
11. Constructive and energetic who brings positivity and enthusiasm.	E	A/I
12. A self aware and reflective individual who can reflect on their own needs and commit to continuous personal and professional learning and development.	E	A/I
<b>Experience</b>		
13. Experience of working with children and young people with social, emotional or mental health difficulties	E	A/I
14. Experience of management or leadership	D	A/I
15. A track record of delivering results with quality outcomes, measured to key performance indicators	E	A/I
16. Experience of building and nurturing strong relationships with service users.	E	A/I
17. Experience of working with children and young people directly.	E	A/I
<b>Knowledge and Skills</b>		
18. Knowledge of mental health issues and CYP Mental Health and Wellbeing.	E	A/I
19. Knowledge of relevant national policies, best practices, quality frameworks and local approaches to implementation within the specific area of mental health support for children and young people	D	A/I
20. Knowledge of local services and organisations in the communities you are applying for.	E	A/I
21. Demonstrates understanding of working with children and young people who require or would benefit from emotional support	E	A/I
22. Ability to manage a caseload and ensure that administrative duties are kept under control.	E	A/I

23. A sound understanding of effective performance monitoring.	E	A/I
24. . Numerate with an ability to understand, analyse and make effective use of data.	E	A/I
25. Ability to build a rapport naturally which creates a team ethos and culture that represents the organisation culture and values.	E	A/I
	E	A/I
<b>Other</b>		
26. A strong understanding of safeguarding and health and safety within mental health, social work & education and the ability to become a designated safeguarding officer for Invictus Wellbeing.	E	A/I
27. A strong command of computer skills and technology, particularly and Google products as well as CRMs.	E	A/I
28. A dedicated commitment to diversity and inclusion and equality of opportunity.	E	A/I

To apply, please go to: <https://www.invictuswellbeing.com/apply> and follow the instructions.

If you are unable to apply this way for any reason, please contact us at [enquiries@invictuswellbeing.com](mailto:enquiries@invictuswellbeing.com)

The Invictus Wellbeing Charitable Foundation is an equal opportunities employer and encourages applications from all sections of the community.

The successful candidate will undergo an enhanced DBS check to work with children and employment will only be offered if a clear check and suitable references are received.

We are unable to offer feedback to every applicant but will always offer feedback to shortlisted candidates.