



Helping young people affected by
parental mental illness

Job Description - KidsTime Workshop Coordinator

Job title: Ealing KidsTime Coordinator

Reporting to: KidsTime Workshop Leader

Job Location: Woodlands Primary Academy in Greenford on the third Thursday of every month, excluding August, from 4-8pm; remaining hours to be worked remotely

Hours: 20 hours per month (4 hours on site; 16 hours remote and flexible working)

Salary: £20.00 per hour

Contract Length: 9 months, until the end of September 2022

Main purpose of the job

We are looking for a motivated individual to coordinate multi-family workshops for families where a parent has a mental illness or mental health difficulties. The workshops will involve multiple families and include children, young people and their parents/carers, and/or members of the extended family.

The KidsTime Workshops

KidsTime Workshops are multi-family workshops for families where one or more of the parents has a mental illness or mental health difficulties. The workshops offer a fun, protected space where young people can express themselves, interact socially, share experiences and learn about mental illness through discussion, games and drama. Trained staff explain mental illness and its effects to young people in a way they can understand and help them to articulate and tackle concerns or challenges. The workshops also provide adults with an informal, intimate space, where they have the opportunity to share experiences and discuss their role as parents rather than patients.

The KidsTime Workshops promote three key principles that international research shows helps children affected by parental mental illness:

1. Having a good explanation
2. Knowing you're not alone
3. Having a trusted adult to talk to

KidsTime Workshops take place once a month, after school for approximately 2.5 hours. Find out more about the KidsTime Workshop model here:

<https://ourtime.org.uk/ourwork/kidstime-workshops/>

Principal tasks and responsibilities

- Support the Workshop Leader and Drama Facilitator to plan and deliver monthly workshops to families where one or more parents has a mental illness.
- Manage and coordinate the workshop volunteers.
- Outreach to local communities, networks and referral agencies to encourage referrals.
- Oversee the recruitment of participants to the workshop and process referrals, making practical arrangements to overcome any barriers to engagement.
- Keep in touch with the families to make sure they are able to attend the workshop, by text or phone, before and on the day.
- Arrange venues, transport and refreshments for the workshops.
- To ensure that the venue is properly prepared and that the video/ laptop arrangements are working (particularly the sound reproduction).
- Gather data and impact evaluation from workshop participants and share this with Our Time. Keep accurate records and produce regular progress reports for Our Time and other key stakeholders.
- To observe confidentiality in all matters relating to group participants consistent with organisational policies and legislation and report any safeguarding issues promptly and appropriately.
- Act as a positive ambassador for the KidsTime Workshops in all opportunities.

Person Specification - KidsTime Workshop Coordinator

Essential Criteria

Experience

- Experience of working with children, young people and families around difficult and complex issues, including mental health / mental illness.
- Experience of group facilitation in a relevant field.

Skills and Abilities

- Ability to engage easily with parents and children together and be able to react calmly to any confusing or challenging situations at the workshops.
- Be adaptive to new and unexpected situations, problem solve and think quickly.
- Effective communication skills, and ability to work and positively engage with people at all levels.
- Proven ability to work collaboratively within a team and also with a degree of independence.

- To work in a positive way across multidisciplinary teams.
- Strong commitment to the issue of mental health and commitment to respecting diversity in all its forms.
- Ability to apply and share new learning effectively.
- Good ambassadorial skills to represent the KidsTime Workshops.
- Demonstrable ability to create innovative solutions to challenges that may arise in workshop delivery.

Knowledge

- Knowledge of the challenges in the lives of children and young people who have a parent with a mental health problem.
- Knowledge of safeguarding policies and procedures and an ability to react appropriately and consult with the relevant professionals when a safeguarding concern arises.
- Knowledge of health and social care services, public health and local government bodies.

Desirable Criteria

- Knowledge of evaluation methods.
- Experience of partnership working across different agencies/sectors.

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To apply, please send your CV and a short covering letter (no longer than 1 page of A4) to: office@ourtime.org.uk by **9am on Monday, 6th December**

Please note, we will be reviewing applications as they come in