



JOB DESCRIPTION

Job Title:	Team Leader Mental Health Blackburn
Reports to:	Mental Health Lead
Base	RRR Blackburn Office
Salary:	£32,460.48
Hours	1 x Full time position
Duration:	Until 31/03/27 with the potential of a further 2 years depending on funding

Job Summary:

The Team Leader will:

- Manage and lead a team of Mental Health Peer Support Workers, offering lived experience support to clients suffering with various mental health issues across Blackburn with Darwen in line with the ICB Mental Health Contract
- To ensure your team meets the targets and KPIs as specified in the ICB Mental Health Contract
- To offer day-to-day support to the team
- To provide each team member with regular supervision and appraisals
- Have a detailed understanding of mental health issues. To understand associated issues such as addiction, recovery, criminal justice pathway, trauma, sexual abuse and domestic abuse
- To receive, review and allocate referrals to your team
- To support your team to devise person centred action plans for each client
- To review these action plans and to ensure each client is receiving the relevant support to their unique needs
- To ensure that any sessions, both 1:1 and group, delivered by your team are of the required standard
- To attend regular meetings with partnership organisations
- To write regular reports as required by management or commissioners
- To ensure that data is accurate and input by the team in line with our policies
- To analyse data to ensure that the team is meeting performance targets

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- To accurately input data into our Nebula recording system and ensure that your team also do this
- To assist your team to write regular case studies and testimonials for your teams' clients
- To prepare and deliver presentations to both internal and external audiences
- To be a member of Red Rose Operational Management Team and attend monthly meetings and carry out required actions
- Be an active member of the Lancashire User Forum, promoting it wherever possible. Arrange and deliver regular LUF events.
- Liaise with partner agencies, stakeholders and commissioners to ensure that there are referral pathways into Red Rose Recovery and signposting and referral pathways out of Red Rose Recovery
- Promote visible recovery and encourage both clinical treatment and community based mutual aid, using asset-based approaches.
- Manage safeguarding incidents in line with government legislation and RRR policies and procedures.
- Demonstrate empathy and a non-judgemental attitude towards all individuals, maintaining confidentiality in line with RRR policies and procedures.
- Manage budget and petty cash.

Person Specification

Criteria	Standard	E / D
Work/Voluntary Experience	Experience of managing and supervising staff/volunteers	E
	Experience of organising and prioritising a demanding workload	E
	Experience of setting up and delivering meetings, projects and events	D
	Experience of working with a wide range and diverse client base, along with various professionals from other services	E
Knowledge	Knowledge of working with individuals with complex issues, such as addiction, mental health, criminality, etc and challenging the behaviours of these individuals	E
	Understanding of how community networks and peer support can benefit recovery from mental health issues	E
	Understanding of asset-based community development	E
	Understanding of safeguarding, both adult and child	E
Skills, Abilities & Aptitudes	Ability to produce accurate work to tight deadlines	E

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	Ability to communicate clearly, both verbally and in writing	E
	IT literacy, including MS Office programmes, Zoom and smartphones	E
	Ability to work on own initiative and independently when required but also to work as a part of a team and seek support where necessary	E
	Ability to manage budgets	D
	Full Clean Driving license + access to a vehicle	E
Attitude	Commitment to the Red Rose Recovery aims and values	E
	Commitment to personal and professional development	E
	Commitment to equality and diversity	E
	Commitment to a high-quality service	E
	Commitment to maintaining confidentiality at all times, excluding safeguarding situations	E
	Commitment to delivering a safe service under Health and Safety guidelines	E
	Willingness to work flexibly in accordance with the needs of the service	E