

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Wellbeing Coordinator
Hours: 35 per week
Location: Home working, with travel across the UK
Reports to: Clinical and Recruitment Director

PURPOSE OF THE ROLE:

The Wellbeing Coordinator will play a pivotal role in ensuring the well-being of children and young people attending our camps. They will assess the social, emotional, and developmental needs of children and young people attending camp to determine the support needed during the camp experience. They will work alongside volunteers and colleagues to implement support strategies at camp that meet these needs.

They must assess, respond to, and escalate safeguarding concerns. **The successful candidate will be a registered Children's Nurse with experience in CAMHS (Child and Adolescent Mental Health Services) or a special interest in children's mental health.** They will work closely with camp staff, healthcare professionals, and volunteers to create a nurturing environment that supports the diverse needs and will contribute, when appropriate to nursing / clinical knowledge to ensure a safe and effective service.

MAIN DUTIES & RESPONSIBILITIES:

Over The Wall seeks an individual passionate about the well-being needs of children and young people who use our service. You will also be a qualified nurse and occasionally use your clinical knowledge and skills to support the OTW Nursing Team when necessary.

Knowledge and expertise:

- Apply the basic principles of child and adolescent development and theoretical knowledge to work with children, young people, and their families.
- Sensitively relate to children and families of diverse backgrounds.
- Establish effective relationships and interactions, using age and developmentally appropriate approaches, to identify children and young people's interests, strengths and vulnerabilities.
- Collaborate with the multidisciplinary team to identify health and wellbeing issues for specific groups of children/young people and for individuals.
- Work with families, professionals and children and young people to identify and plan for their psychosocial and safeguarding needs at camp.
- Work with the multidisciplinary team to develop and implement integrated individualised care plans, encompassing interventions and/or strategies to support children/young people's and families camp experience.
- Collaborate with the multidisciplinary team to establish a camp environment in which children/young people feel safe, welcomed, respected and encouraged.
- Attend camp as a member of the Support Team, with a specific focus on behaviour, social and emotional needs (including mental health), and safeguarding.
- Supervise, mentor and support volunteers and staff in managing campers' psychosocial wellbeing and behaviour at camp.

- Work collaboratively with the Nursing Team and the Clinical Team to ensure integrated holistic care.
- Ensure systems to monitor camper psychosocial wellbeing at camp are followed.
- Liaise with parents/carers and professionals as appropriate to support campers' experience at camp.
- Deliver training and supervision around psychosocial issues, behaviour and safeguarding.
- Attend the relevant multidisciplinary meetings to contribute to coordinated assessment and support, raise any concerns and seek advice.
- Monitor and review the impact of interventions.
- Maintains and updates own clinical expertise.
- Takes every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.
- Provides support and guidance to Camper Recruitment Team and other staff around wellbeing and determining camper suitability.
- Leads the discussions with families and campers' wellbeing/psychosocial teams to clarify any issues/concerns and assess the suitability of the campers for camp.
- Ensures the provision of care is in accordance with OTW policies & procedures.
- Ensures high standards of care planning and documentation.
- Works autonomously to provide specialist knowledge to inform sound decision making.
- Contributes to the allocation of campers, taking into consideration individual camper needs and dependencies.

Camper Engagement:

- Develop informative, engaging, and relevant pre-camp communications for campers and their families.
- Collaborate with colleagues to provide creative age and developmentally appropriate methods for engaging children, young people and their families in the development and evaluation of services.
- Advocate for the needs of children and young people.

Record Keeping and Administration

- Maintain accurate, factual, and contemporaneous records of camper/family contacts and interactions.
- Ensure personal information or observations about individual children/young people are appropriately shared with colleagues to support integrated multidisciplinary care.
- Record and report all concerns relating to needs assessment or safeguarding children to the appropriate member of staff.
- Keep objective and contemporaneous records of contacts, interventions and outcomes for campers and be able to utilise this information to inform future assessments and practice.
- Represents the organisation within internal and external networks.
- Promotes the corporate image of OTW to all individuals, groups, and organisations.
- Demonstrates professional attitude in dealing with campers/families, visitors/relatives, and colleagues, maintaining good relationships.

Networking:

- Develop strong and collaborative professional links within health and social care.
- Develop strong relationships within SeriousFun Children's Network.
- Work alongside the Clinical and Recruitment Director, Nursing Coordinator and the Camp Director, as well as the wider staff team and clinical volunteers to ensure that care, treatment and service needs are met.

Personal and Professional Development:

- At all times maintain appropriate personal and professional boundaries.
- Maintain appropriate professional contact with campers and families, whether face-to-face or via online systems, telephone, or text.
- Ensure the responsibilities for camper confidentiality are maintained in all contacts with young people, families and any other individuals or organisations.
- Maintain own personal and professional development, acting on opportunities for learning.
- Be responsible and proactive in maintaining personal physical safety and emotional wellbeing, utilising supervision and support systems on offer.
- Ensures compliance with law, policy and stakeholder standards (eg SFCN).
- Meets deadlines set by the Clinical and Recruitment Director and Senior Management Team.

Information management:

- Provides reports as necessary.
- Collates as required quantitative and qualitative information.
- Analyses, interprets and presents data to highlight issues and risks, and support decision making.
- Maintains data quality standards when using IT systems.

Resource management:

- Ensures the efficient and effective use of stock, provisions and equipment within delegated budgets.
- Ensures adequate supply of clinical equipment at camp, supporting the warehouse and logistics operative.

Physical, mental & emotional effort:

- Travels within the UK and spends significant time away from home at camp and head office.
- Manages unpredictable work pattern and load.
- Demonstrates a flexible approach in working practices in order to meet the changes in service needs and emerging demands.

PERSON SPECIFICATION

	Essentials	Desirables	Means of Assessment
Physical requirements of the post	<ul style="list-style-type: none"> • Able to carry out all practical and physical elements of the post, including time away from home at residential camps 		Application Interview Reference
Training & Qualifications	<ul style="list-style-type: none"> • Registered Children’s Nurse with current NMC (or equivalent) registration • Degree • Evidence of recent CPD 	<ul style="list-style-type: none"> • CAMHS (Child and Adolescent Mental Health) qualification • Child studies, counselling or youth work • Behaviour training, youth engagement • Mentorship qualification 	Application Interview Reference
Previous or relevant experience necessary	<ul style="list-style-type: none"> • Minimum of 2 years’ experience of working with children and/or young people. • Minimum of 3 years post-nursing qualification • Experience in responding to and de-escalating challenging behaviour • Experience in undertaking risk assessment • Understanding of the developmental, social, emotional and practical impact of serious illness on children/young people and their families • Experience in assessing and/or supporting mental health 	<ul style="list-style-type: none"> • Experience of working with vulnerable children • Mentorship experience • Experience of residential camps • Experience of managing a team 	Application Interview Reference
Aptitudes and skills required	<ul style="list-style-type: none"> • Excellent communication skills, engagement and cooperation techniques with children/young people from a range of ages and backgrounds • Confident of own knowledge, aware of learning needs, seeks guidance as appropriate • Understanding of current child protection/safeguarding law and effective disclosure management 		Application Interview Reference

	<ul style="list-style-type: none"> • Able to communicate effectively with a range of professionals • Understanding of the importance of robust record-keeping • Able to organise own workload. • Excellent IT skills (Word processing, email, and internet) • Full driving licence • Demonstrates the application of evidence-based practice. • Problem-solving skills and ability to respond to sudden unexpected demands. • Able to travel including overnight stays 		
Personal qualities/temperament	<ul style="list-style-type: none"> • Positive and compassionate attitude, problem-solving approach. • Enthusiasm for role • Team player with good working relationships • Flexible, adaptable, uses initiative, and able to explain own decisions. • Appropriately assertive, able to listen to others' views, supportive of others 	Creative, imaginative, able to critically evaluate the effectiveness of role/activities and willing adapt accordingly	Application Interview Reference
Special requirements of the post	<ul style="list-style-type: none"> • Able to travel to range of locations • Full driving licence • Able to attend residential camps • Self-motivated • Clear about personal accountability • Emotionally resilient, clear personal and professional boundaries and awareness of risks in this role. 		