Job Description

|  |  |
| --- | --- |
| **Post** | Perinatal Muslim Project Worker |
| **Location** | Based at Barrere House, 100 Chesterton Road, Cambridge, CB4 1ER with hybrid working options and travel across Cambridgeshire and Peterborough. |
| **Line Manager** | Perinatal Service Manager |
| **Hours** | 15 Hours per week – Term Time only Start Date: September 2025 |
| **Contract Term** | 3 Year Fixed Term Contract |
| **Salary** | £8,545.24 per annum  Salary scale point 12 (£25,549.00 per annum FTE) |
| **Main Objective** | CPSL Mind’s Perinatal service delivers one to one and group support to pregnant women and new mums and dads who are at risk of, or are experiencing, a mental health challenge in Cambridgeshire and Peterborough.  We have recently secured new funding to increase our support across Cambridge and therefore this role will predominately be based in the Cambridgeshire area. The new funding will include launching our successful Muslim mum support into Cambridge. The successful candidate therefore will need to be from the Muslim community and have knowledge of the Muslim community in Cambridge.  The main purpose of this role is to deliver the support we offer to new parents in our area by providing a collection of tools and techniques to promote positive mental wellbeing through our groups and one to one sessions.  As we have team and support spread across the Cambridgeshire and Peterborough there may be occasions for the successful candidate to travel across both areas. There may be occasions when evening and weekend work may be required to cover networking and partnership events or to help support another group. This will be minimal and shared across the team. |
| **Special Requirements** | This post requires a female Muslim applicant and is therefore exempt under schedule 9, part 1 of the Equality Act 2010 |

**Our Vision**

Our vision is a society in which everyone has positive mental health and feels part of a connected community.

**Mission**

Our mission is to:

* support those with poor mental health to live well, whatever that means for them
* enable people to maintain positive mental health, especially those who are going through tough times
* inspire connections and eliminate stigma within our communities for the benefit of everyone’s mental health

**Values**

Our values are central to everything we do. They define us as an organisation.

**Respect Compassion**

**Empowerment Inclusivity**

**Integrity Courage**

|  |
| --- |
| **Specific Duties and Responsibilities** |
| * Work with the team to launch our successful Muslim Mum support in Cambridge. * Build specific networks in Cambridge to support with the Connecting Muslim Mums courses, promotion of them and referral generation. * Facilitate/co-facilitate our courses; Connecting Muslim Mums, Mums Matter and Connecting Mums, both face to face in the community and online. * Facilitate/co-facilitate Peer Support Groups, both face to face in the community and online. * Offer support in one to one sessions in a variety of settings; face to face, online or on the telephone. * Be responsible for the preparation, management and caseload of each course (Connecting Muslim Mums, Mums Matter and Connecting Mums). * Be responsible for caseload of one to one support. * Be responsible for completing initial assessments, maintain contact with mums in between groups and communicating with other professionals. * Support evaluation and monitoring of the project and produce case studies and information for reports. * Maintain all records in accordance with data protection and CPSL Mind’s Confidentiality policy. * Use the correct systems to collect and record data relating to the support you are giving. * Monitor risk and escalate complex issues to Line Manager as appropriate . * Adhere to all Policies approved by the CPSL Mind’s Board of Trustees to maintain standards of care with regard to health and safety, equal opportunities, confidentiality, individual and personal choice. * Support the Perinatal Service Manager with recruiting volunteers ensuring appropriate induction, training and support for volunteers. * Attend networking events and other community events to promote CPSL Mind and the Perinatal Service. * Work with partnership organisations to promote good working relationships and collaboration. * Occasional evening and weekend cover to cover networking and partnership events or to help support another group. * Occasional travel across Peterborough as well as Cambridgeshire to meet with other team members or cover other areas of support. * Perform any other duties commensurate with the role. |

**Ongoing Responsibilities**

* Support the Perinatal Service ensuring a smooth delivery of the service.
* Undertake any other duties as appropriate within the Perinatal Service.
* Attend reflective practice sessions and one to one supervision sessions.

**In addition, the successful post holder will:**

* Work in partnership with other CPSL Mind projects as required.

**And promote and facilitate:**

* Co-production, co-design, and wider service opportunities.
* Peer support / volunteer opportunities.

|  |
| --- |
| **General Responsibilities** |
| **Equality**   * Promote the equality, diversity and rights of others by ensuring people are respected and valued as individuals. * Ensure equal access to services, that people are treated with dignity and without discrimination. |
| **Quality**   * Work within all CPSL Mind’s policies and procedures at all times, with specific reference to the Safeguarding and Child Protection policies. * Implement quality assurance systems within CPSL Mind. * Monitor compliance with quality systems including Mind Quality Standards. * Have due regard for health and safety and security in the workplace and contribute to raising awareness. |
| **Services**   * Maintain a strength-based service which recognises and celebrates the talents and abilities of the individuals accessing the service. * Maximise the potential for genuine co-production of service delivery wherever possible * Take a dynamic approach to risk assessment and mitigation. * Work collaboratively with individuals and other services as necessary in situations where an individual feels unsafe, and escalate as appropriate. * Liaise with the other mental health services, such as Primary Care Networks, Social Prescribers and community groups across Lincolnshire, as required. |
| **People**   * Recognise and respect the role of co-producers as equal partners. * Create productive working relationships within CPSL Mind and with partner agencies. * Identify individual development needs to continually improve performance and knowledge. * Develop personal skills to improve performance and knowledge. |
| **Performance**   * Follow agreed work plans and monitoring and evaluation methods, ensuring that reports on performance are available. * Actively participate in all training relevant to the delivery of this role. * Participate in regular line management one to ones and annual appraisals. |
| **Resources**   * Ensure that equipment and materials are available to achieve service outcomes. * Pro-actively manage limited resources. |
| **Information**   * To keep up to date notes and records in relation to support and activities provided and input into our database in a timely way. * To provide data, stories and other evidence in relation to the insight report. * Manage all data in accordance with the provisions of all current Data Protection legislation. |

**This post is subject to satisfactory enhanced DBS clearance.**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Competency** | **Essential** | **Desirable** |
| Awareness and understanding of how perinatal mental health problems affect women and men and their families. | √ |  |
| Knowledge of the Muslim community in Cambridge. | √ |  |
| Have knowledge of the Cambridgeshire area and services available for families across it. |  | √ |
| Excellent facilitation skills, utilising a strengths-based approach. |  | √ |
| Experience of supporting individuals. |  | √ |
| Positive approach to mental health, wellbeing and tackling stigma. | √ |  |
| Experience of working with people who have experienced Perinatal mental health challenges or personal experience / supported a friend or family member. | √ |  |
| Skills necessary to empower individuals to use their existing skills/talents to make positive changes in their lives. | √ |  |
| Demonstrable excellent communication skills online, over the phone and face to face and across a range of media i.e. writing documents, emails, presentations and data collection. | √ |  |
| Being an active member of the team; supportive, collaborative and genuine. | √ |  |
| Proven ability to develop partnerships and effective networking with other organisations. |  | √ |
| Experience of working with volunteers. |  | √ |
| An understanding of issues relating to Risk Assessment, Safeguarding of Vulnerable Adults and Child Protection. | √ |  |
| Self-aware, with an ability to manage own wellbeing. | √ |  |
| Ability to work on own initiative, organise varied priorities and tasks and respond with flexibility. | √ |  |
| Ability to update and maintain information within data protection legislation. | √ |  |
| Basic IT skills and confident in use of Teams and Zoom. | √ |  |
| A comprehensive understanding of Equal Opportunities and Diversity. | √ |  |
| Car Driver with regular access to a car. |  | √ |