



Men of Colour Group Project Worker Job Description

Title:	Men of Colour Group Project Worker
Hours:	37.5 hours a week (full time)
Pay:	£23,300
Responsible to:	Service Manager
Length of Contract:	6 months rolling contract (subject to funding)

Job Summary:

Changes Bristol is a small and vibrant team that is growing and adapting to Bristol's changing needs. We provide peer support for mental health in the form of structured peer support groups, 'walk and talks', telephone befriending and nature wellbeing groups. Our services are free of charge, with no diagnosis or referral required. The spaces are non-judgemental, empowering and led by facilitators with lived experience of mental health difficulties.

One of our core values as a charity is 'Allyship' and we are committed to ensuring there are safe, welcoming and non-judgemental spaces for people who might experience discrimination, micro-aggressions or stigma, in other areas of their life. Our current specific safe space groups are comprised of; A women's group, a men's group, a women of colour group and an LGBTQIA+ group. They are all brilliant and important spaces that have been very important life-line's to their members.

This year, we will be opening a Men of Colour peer support group, to provide a safe, non-judgemental space for men of colour to talk about their mental wellbeing without fear of discrimination, gas-lighting or stigma. The group is opening as part of the city's wellbeing response to the Cost of Living Crisis. As well as facilitating a number of our general peer support groups, your job will be to be lead facilitator for the Men of Colour group and to promote it to the city of Bristol and beyond!

Your main responsibility will be to facilitate groups and develop the Men of Colour service provision via promotion, networking, outreach work and supporting the volunteers. You'll be expected to occasionally attend networking and promotional events, travelling to meet individuals and businesses when necessary. You'll have a keen eye for detail when it comes

to understanding trends in group attendance and you'll be creative when it comes to thinking of new ways to reach diverse audiences and attract new members.

The role requires the ability to work under your own initiative as well as in a team; the ability to manage and support volunteers and to have knowledge of peer support and safeguarding issues.

Men of Colour Project Worker Core Duties & Responsibilities

1) Project Service delivery

- Facilitating support groups and supporting volunteers
- To assist the Service Manager/s with their duties relating to the Men of Colour group
- Assisting in the training of new volunteers for the peer support group service
- Creative problem-solving and planning to attract new members and maximise the effectiveness of the service
- Managing and supporting volunteers via de-briefs, supervisions and reflective practice
- Liaising with the Service Manager to ensure that the service operates safely and correctly, ensuring that volunteer levels are appropriate
- To handle safeguarding concerns appropriately, making judgements on the need for reporting where necessary (with support from the Service Manager)

2) Administration

- Helping to administer the service including collecting and collating monitoring data
- Completing necessary paperwork relating to incident reports, safeguarding and surveys
- To act as a main point of contact for enquiries regarding the Men of Colour group, responding to emails and calls promptly
- To communicate and report to the Service Manager with any concerns as well as monitoring information for charity reporting
- Attend weekly staff meetings where possible and within working hours
- Adhere to Data Protection law

3) Promotion / Publicity

- Networking, promotion and recruitment of new volunteers for the group- especially focussing on people with identities not already represented in our volunteer base
- Promoting the service digitally on various social media platforms, engaging with communities online to get the word out about our services

- Networking with relevant organisations to expand awareness of the service (including GP surgeries, support workers, mental health teams & other charities across Bristol)
- Taking part in TV or radio interviews to promote the service, when necessary and if comfortable (please feel free to discuss with us if you are not comfortable with this and we can offer support and/or training)

4) Other

- To work collaboratively with fundraising, media and the Befriending service team, sharing responsibility for the achievement of jointly agreed objectives, as appropriate
 - To maintain a good working relationship with other members of staff, volunteers and service users/members
 - To represent Changes in a professional manner
 - To keep up to date knowledge about the voluntary sector in Bristol
 - To assist other staff members covering holidays and sick leave
 - To complete tasks as directed by the Service Manager, Directors and/or Trustees as appropriate for the smooth running of the charity
 - From time to time you may need to help with the running of other aspects of the peer support service including the Befriending service
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