



## Programme Coordinator

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Lindengate Mental Health Charity is located at a stunning five-acre site in Buckinghamshire, where nature breathes new life into anyone looking for support with their wellbeing, through the healing power of nature. The garden lends itself to supporting people in recovering from a range of low to moderate mental health needs.

The natural beauty and richness of the site help to restore and heal, whilst specialised gardening, conservation, construction, cooking, and nature based art and crafts activities provide focus and purpose. Add to this the community of volunteers and staff who nurture a supportive, inclusive and safe environment and you have a recipe for success.

**Our vision:** Better health and wellbeing for all through nature.

**Our mission:** Through the provision of nature based activities, we empower everyone to nurture their wellbeing, connect to the healing power of nature and respect the environment.

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**Role title:** Programme Coordinator  
**Based at:** Lindengate Mental Health Charity, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD  
**Reporting to:** Programme Managers  
**Hours:** F/T Mon-Sat (excluding Tues) some evenings up to 8p.m  
**Pay:** £11.50/hr

### MAIN DUTIES AND RESPONSIBILITIES:

To develop, implement and evaluate short programmes. The role involves supporting people with bespoke wellbeing and resilience programmes. This job is mainly outdoors and in outdoor structures. It requires an empathetic communicator who is a calm and centered individual who is used to working with people with mental health needs and supporting *their* process of recovery. You will be working with external service providers and with Lindengate programme assistants. Experience of facilitating, guiding and supporting small and large groups of people through change, constructively building personal awareness to empower positive choice making is an essential part of the role.

Administrative aspects of the job include on-boarding, assessment, preplanning, team briefing and debriefing and evaluation for each session.

## **Key Tasks:**

- To ensure that all people attending the session are focused, engaged and enabled to get the most out of the wellbeing and resilience programmes to meet their individual needs
- To fulfil briefing and debriefing requirements pre/post session – to liaise with external providers and Programme Development Assistant.
- To empower and upskill all those who support people through modelling and informal teaching
- To be aware of all programme participants on site and to report any potential safeguarding issues to the Programme Management team.
- To be aware of the site environment and report any health and safety issues to the Site team
- To support with the on-boarding of programme participants as they start and help to integrate them in their group and relate well with their support staff
- To attend to the needs of individual participants where necessary
- To work directly with programme participants as required (e.g. holiday cover)
- To assist external providers and the Programme Development Assistant in preparing and sourcing of resources
- To provide written session evaluation, feedback and data to ensure funder reporting is up to date and accurate
- To line manage the Programme Development Assistant as required, reporting any concerns/needs directly to the Programme Development Manager
- To attend mandatory and identified training courses
- To be part of the Lindengate team and participate in external events and fundraising as may be reasonably required

## **PERSON SPECIFICATION**

- Social care or mental health qualification or relevant programme delivery experience essential
- An ability to relate to a diverse group of individuals of all ages
- An ability to motivate and empower others and keep them focused and engaged
- Can work independently and use initiative
- A good team player
- Excellent non-judgemental communication skills
- Strong organisational and time management skills
- Confident IT and database entry and report writing skills
- Health and Safety and Safeguarding experience Level 2
- Proven track record of an interest in nature and wildlife, and a willingness to train

**Essential** A minimum of 2 years' experience facilitating and evaluating group work sessions.

**Desirable** Certificates in Bushcraft and Conservation

## **COMPLIANCE WITH POLICIES**

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Vulnerable Adults, Boundaries, Safeguarding, Confidentiality, Data Protection and Health and Safety.

**Support:** Training, where specifically required for the role, will be provided.

**Security Checks:** Employment is subject to a satisfactory Enhanced DBS check.

**To Apply, please submit a full CV with covering letter to:** [info@lindengate.org.uk](mailto:info@lindengate.org.uk)

**Telephone:** 01296 622443

**Website:** [www.lindengate.org.uk](http://www.lindengate.org.uk)