**Ecotherapy Officer (Mentoring)**

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| **Approved by:** | *Anna Perrett* |
| **Date approved:** | *16 August 2024* |
| **Reviewed:** | *16 August 2024* |

**Job Title:**

Ecotherapy Officer (Mentoring).

**Hours/Pattern of Work:**

14 hours per week. Primarily to be worked between Monday to Thursday between hours of 09:00 – 17:00 with occasional Friday, weekend or evening work by prior agreement. Please note: this is a fixed-term contract for 12 months.

**Pay:**

Actual pay (14 hours): £ £10,403. FTE salary (35 hours): £26,007.50

**Location/Primary Place of Work:**

Primary place of work is the environment centre and Local Nature Reserve (LNR) with the opportunity for hybrid arrangements in line with St Nicks policy. Some groups and activities take place remotely from the LNR.

**Main Purpose of the Job**:

To assess, mentor and support adult Ecotherapy participants and help with the delivery of Ecotherapy groups.

**Reports to**:

Nature-Based Wellbeing Manager.

**Direct Reports:**

None.

**Duties and Responsibilities**:

Including but not limited to:

* Provide 1:1 tailored, nature-based mentoring support for Ecotherapy participants with mental health conditions or needs.
* Take a person-centred, trauma-informed and strengths-led approach to 1:1 support, using reflective listening skills, problem solving, nature-connectedness and goal setting (where appropriate) to support the individual.
* Use activities to connect with nature as a way of maximising individual’s wellbeing and to improve their mental health in their daily lives.
* Ensure that all activity is in line with the spirit and the letter of health and safety, confidentiality, safeguarding, data protection and equality and diversity laws, policies and procedures.
* Track and record referrals and allocation of Ecotherapy course places, with assistance from the Ecotherapy Officer (Administration) using the Charity Log system.
* Be able to sign-post or cross-refer participants to organisations and services that may be able to assist them further.
* Where appropriate, support participants in co-production and manage progression to volunteering.
* Support the monitoring and evaluation of the Ecotherapy programme, including verbal feedback, surveys and case studies.
* Maintain own administrative systems, including diary management, databases, filing and record keeping, including using the Charity Log system.
* Work with the shifting priorities, demands and timelines of projects, reacting to project adjustments promptly and efficiently.
* Lead and support a variety of Ecotherapy groups in accordance with the most up to date Ecotherapy timetable, support beneficiaries where required and raising concerns or risks to Nature-Based Wellbeing Manager. Be prepared to provide cover for other team members’ groups.
* Alongside the wider Nature-Based Wellbeing team, contribute ideas and initiative across whole-team activity including young people’s activity and community drop-in sessions.
* Commit to continuous professional development through training, courses and sector-wide learning events.

General

* Promote and encourage membership to St Nicks.
* Work towards continuous improvement, sharing ideas, learning and making suggestions.
* Participate in the day-to-day work of the organisation – attending team meetings as required, dealing with enquiries from the public, communicate effectively with colleagues ensuring all necessary information is passed on.
* Work flexibly in response to the needs of the organisation (some evening and weekend work may be required).
* Represent the work of St Nicks at events to members of the public and supporters, where necessary delivering presentations.
* Maintain professional boundaries and the strict confidentiality of all information acquired especially with regard to donors and beneficiaries.
* Take responsibility for being up to date with current policies and procedures and to adhere to these.
* Keep up to date on wider St Nicks activity and organisational news through briefings, team meetings, discussions with line manager and CEO, and across the website.
* Remain positive and professional in bearing, timekeeping, verbal and non-verbal communication.
* Maintain a safe working environment and good housekeeping practices at all times.
* All other reasonable duties as required in the delivery of this post.

**Qualifications/Person Specifications (Skills and Knowledge/Values and Personal Attributes):**

**Essential Criteria:**

* Experience of working with people who are experiencing and or have experienced mental health difficulties, including personal experiences.
* Mentoring or counselling experience or similar.
* Knowledge of the barriers people recovering from mental ill health may face.
* Local knowledge of primary, secondary and voluntary sector mental health services.
* Local knowledge of community-based resources and activities, including public green spaces.
* Ability to lead and support groups with varying abilities.
* Excellent verbal and written communication skills.
* Good computer literacy skills including the proficient use of Microsoft Office Word, Excel, PowerPoint, Outlook, Databases, email etc.
* Excellent organisational and time management skills.
* Honest and dependable with high level of self-motivation.
* Friendly, personable with an approachable manner.
* Pro-active and able to work on own initiative.
* A commitment to equal opportunities.
* Enthusiasm, passion and commitment to St Nicks’ vision.

**Desirable Criteria:**

* An arts, crafts, horticulture or ecology qualification or hobby to enable informed input into groups. An interest in receiving further training if appropriate.
* Trauma-informed training.
* Assist (suicide awareness) training.
* Neurodiversity awareness training or experience.
* Knowledge of and enthusiasm for Ecotherapy, conservation, waste-minimisation and other green issues.
* Access to reliable transport.

**Working Conditions:**

A mixture of indoor and outdoor working. Some Ecotherapy activities are physical in nature, with ample capacity for reasonable adjustment. Due to the emotional labour involved in mentoring, professional supervision can be provided.

**Acknowledgement & Agreement**

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

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