



Action East Devon

Mental Health Wellbeing Worker

Job Description

Job Title:	Mental Health Wellbeing Worker
Hours:	7 per week
Pay:	£14.86 per hour
Contract Type:	Permanent
Working Pattern:	Monday fortnightly evening sessions, 5:00pm – 8:30pm, with planning and admin time.
Annual Leave:	Paid leave at 12.07% based on hours and length of contract
Location:	Remote working (from home) with group delivery in Honiton
Reporting to:	Charity Manager
Interview date:	Thursday 13th & Tuesday 25th August
Start date:	1st September 2026

Headlight is an Action East Devon programme providing non-clinical peer to peer support alongside one to one mentoring for young people who are experiencing emotional and mental health issues. The support programme provides its young users with a toolkit of strategies that aims to improve their day to day symptoms as well as any future mental health challenges. Action East Devon's ethos is to **Support** young people to access our service and gain confidence in themselves and their actions, **Encourage** our young people to set short and long term goals and to **Guide** our young people to reflect on their resilience and tools to overcome issues themselves.

Job Purpose

The role of our **Mental Health Wellbeing Worker** is to support every young person referred into Headlight through timely one to one mental health support sessions and will support our Group Facilitator at each of our fortnightly Headlight sessions. The role calls upon the skills of the wellbeing worker to enable young people to develop lifelong skills to cope with current and possible future mental health challenges. The Wellbeing Worker will deliver timely one to one sessions to address the needs and concerns that the young person brings, to reflect on the issues that brought them to Headlight and align and reinforce the tools covered in the peer to peer support groups.

Action East Devon is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced DBS check. We are an equal opportunities employer.

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Main duties and responsibilities

One to One wellbeing sessions

- Be the first point of contact for young people joining Headlight and hold initial assessment meetings with young people and, when relevant, their parents/carers.
- Carry out 1-2-1 meetings with each young person attending Headlight sessions on a timely & regular basis (ideally monthly).
- Align where possible the 1-2-1 sessions to the Headlight programme to reinforce the message and the tools learnt.
- Assist the young people to journal their coping strategies & observations into their Headlight workbook.
- Support the Group Facilitator and the team of volunteers in the running of the Headlight sessions.
- Meet regularly and liaise closely with the Headlight Group Facilitator to ensure both roles are kept up to date with timely information relating to the young people attending the Headlight groups.
- Liaise and make referrals to other support agencies who can provide support/appropriate services for individuals, in agreement with the young person.
- Liaise with external agencies, schools, statutory and other health providers, with the full consent of young people, regarding any relevant issues which may arise.
- Report and manage the initial response on any safeguarding issues which may arise and liaise with manager and other colleagues as appropriate.
- Maintain records and assessments from each 1-2-1 session on Upshot in a timely manner alongside reporting safeguarding concerns and other administrative tasks associated with the sessions and 1-2-1 support.

General

- Work as part of the Headlight team in East Devon to ensure that the service supports the emotional and mental wellbeing of young people and enables them to have better life opportunities.
- Provide cover for sessions at other Headlight sites in East Devon as and when necessary.
- Attend team meetings; Mental Health Wellbeing Worker meetings, clinical supervision; appraisal meetings; and 1:1 meetings with Manager as required.
- Assist with organising and delivery of the annual Headlight Discovery Day.
- Work within all policies and procedures of the organisation.
- Attend staff training days to maintain good practice and complete necessary training for the role as part of agreed continued professional development.
- Work creatively & flexibly with the team to come up with new and effective ways to support young people's mental health.
- Network with local groups, organisations and individuals to promote the Headlight service
- Carry out any other duties that might reasonably be required of this post.

Safeguarding

- Ensure all relevant policies and procedures (including, but not limited to, Safeguarding, Confidentiality, Whistleblowing, and Health and Safety) are followed during Headlight activities.

- Work closely with the AED Designated Safeguarding Lead and follow procedures and policies as required.
- Assist in the development and delivery of internal safeguard training for staff and volunteers.

Personal Specification

Area	Criteria	Essential / Desired
Qualifications	Child Protection training (Group 2 or above)	Essential
	Health & Safety Level 3	Essential
	Detailed understanding of youth work principles	Essential
	Qualification in Youth & Community Work, Health, Education, Social Work or related field (NVQ Level 3 or equivalent)	Desired
Experience	Experience of working with young people in one to one sessions as well as within a group setting	Essential
	Proven success of outcomes led mental health support	Essential
	Knowledge and understanding of young people's emotional wellbeing and mental health	Essential
	The ability to develop flexible strategies for young people based on their needs	Essential
	Possess a full range of coping strategies and knowledge of how to provide a mental health tool kit.	Essential
	Experience of coaching led approach to mental health support	Desired
Skills & Attributes	Ability to respond to young people's needs flexibly and adapt plans in a timely manner	Essential
	An understanding of Action East Devon and Headlight	Essential
	Creative and energetic	Essential
	Ability to work flexible hours including evenings	Essential
	Clean driving licence and access to own vehicle (travel between Sidmouth and Honiton required)	Essential
Other	Enhanced DBS clearance (or willingness to obtain)	Essential

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