

Job Description and Person Specification

for the position of:

**Lived Experience Senior Project Worker**

Date: July 2025

Hours of Work: 20 per week (job share)

Base: Bodmin (with expected travel around Cornwall)

Salary: £26,028 pro rata

1 Year Fixed term

Cornwall Mind is committed to working towards a fairer world and does not discriminate against any employee or job applicant on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

About Mind

Society’s attitude to mental health is being transformed, and Mind is at the forefront of that change.

Together, we’re keeping mental health at the heart of political agendas, improving public attitudes and supporting millions of people experiencing a mental health problem. Last year alone, we reached over 390,000 people through our local Mind services, whilst Time to Change – our campaign in partnership with Rethink Mental Illness - has seen a 12.7% improvement in attitudes towards people experiencing mental health problems since 2008.

But we won’t stop until everyone experiencing a mental health problem gets both support and respect. We are leading the way in wellbeing at work, reaching over 1 million employees in the last three years, and we will continue to play a central role in holding government to account in England and Wales, demanding the successful delivery of national mental health strategies so that everybody, in every community, feels the benefits.

Together, we’ll keep challenging attitudes, influencing government and supporting our diverse community of people those of us experiencing a mental health problem.

## Our vision

We won’t give up until everyone experiencing a mental health problem gets both support and respect.

## Our mission

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding**.**

## Image result for Mind charity imagesOur values

Mind's values are at the heart of everything we do.

* **We put people first**
* **We’re stronger together**
* **We speak up for what’s right**
* **We never stop learning**
* **We demand for better mental health**

About Cornwall Mind

Cornwall Mind was formed by the merger of two smaller Mind organisations in 2020. We are an independent CIO (Charitable Incorporated Organisation) and are aligned with the vision and values of National Mind set out above.

**We provide opportunities for recovery from mental ill-health and maintaining wellbeing for the People of Cornwall.**

About the Role

**Project Overview**

The Lived Experience Network connects people who have used mental health services in Cornwall with those who design and deliver them. For organisations like the NHS to provide effective and compassionate mental health support, it is essential they listen to, understand, and act on the experiences of the people they serve. The Lived Experience Network plays a crucial role in bridging that gap.

Through the network, we empower Experts by Experience—individuals with lived experience of mental ill-health—to collaborate with health and care organisations. By sharing their perspectives, they help shape and improve services, highlighting both what worked well and what could have been better. In doing so, they gain confidence and new skills, while playing a vital role in improving services for others.

As a Project Worker within the Lived Experience Network, you will support the day-to-day running and development of the project. You will work directly with Experts by Experience, as well as engage with voluntary sector partners, NHS teams, and other statutory services across Cornwall. This is a varied and collaborative role that requires strong facilitation, communication, and organisational skills, alongside a good understanding of multi-agency working and project administration.

Aims:

The role is focused on championing the voice of individuals with lived experience of mental ill-health, ensuring their insights shape the design, commissioning, and delivery of health and social care services in Cornwall. A key aim is to embed co-production at the heart of service development, making sure services reflect the real needs and experiences of those who use them.

This position will contribute to building strong connections with communities, particularly those who are seldom heard or marginalised, enabling their perspectives to be included in decision-making processes. The postholder will provide feedback on health and social care proposals informed by lived experience, working collaboratively across systems and organisations to drive meaningful change.

A core aspect of the role involves developing and supporting the Cornwall Mind Lived Experience Network. This includes recruiting, training, and inducting Experts by Experience, and coordinating their involvement in mental health transformation work. The role is part of a multidisciplinary team, working creatively to identify opportunities for improvement and ensuring lived experience remains central to the transformation of mental health services across Cornwall.

Duties

Administrative Duties:

* Support the day-to day running of the project, responding to email enquiries, organising venues and times for internal meetings, and keeping EBEs updated with the progress of the projects they are involved in.
* Finance and expenses: Collaborate with the finance team to ensure expenses and payments to the EBEs are accurate and timely. Keeping an up-to-date record of hours and payment.
* Organising Workshops: Using briefs from organisations to create opportunity adverts and send out to EBES. Confirm EBE selection for workshops and action any accessibility needs to enable them to attend workshops.
* Feedback and Follow up: Monitoring the progress of assigned projects, and seeking feedback on the EBEs role and future workshop opportunities.

Communication:

* Minutes and Reports: Recording minutes during meetings, steering groups and workshops and where necessary summarising these into reports and circulating them to stakeholders.
* Newsletters and Bulletins: Create clear and engaging summaries of the activity of the network which can be circulated within internal and external stakeholder.
* Raising Awareness: Occasionally produce flyers or social media posts with information or calls to action regarding assigned projects, to be sent to our internal publicity officer.
* Education: In meetings and through community events participate in inter-organisation communication and collaboration. Be able to communicate the aims, purpose and why behind the project to a varied audience.

Facilitation:

* Monthly meetings: Facilitate the monthly meeting of EBEs, supporting them to explore area of the network that could be developed and improved, and working with the Project Co-ordinator to action suggestions.
* External Workshops: Attend workshops alongside EBE providing support and advocating for breaks and adjustments to the meeting where necessary. Provide a space for the EBEs to De-brief following a workshop and record and feedback to organisers the EBE experience.
* Outreach and Awareness: Communicate the aims, purpose and why behind the project to a varied audience.

**About You (Person Specification)**

To increase the likelihood of being shortlisted for interview, please try to reference the skills and knowledge below in your personal statement. If you can evidence the essential criteria you are more likely to be shortlisted.

|  |  |  |
| --- | --- | --- |
| Skills and Knowledge | | |
| Reference: | Essential | Desirable |
| A1 |  | FE/HE qualification in relevant area |
| A2 | A strong working understanding of good practice in relation to the processes, methods and practices for Involvement including co-design and co-production. |  |
| A3 | Have an understanding of mental health services and the impact of mental health on an individual |  |
| A4 | Be able to identify emotional distress, and appropriately perform MHFA and signposting. To be able to employ and non-judgmental and empathetic approach to working with those living with mental ill health. |  |
| A5 |  | Good knowledge of health and VCSE organisations |
| A6 |  | Have and understanding of the importance of lived experience work and why participation and inclusion are important within organisations. |
| A7 | Have lived experience of mental health recovery. |  |
| A8 | Demonstrable experience of facilitating groups |  |
| A9 | Professional understanding of group dynamics, boundaries and confidentiality. |  |
| A10 | Must be able to travel around Cornwall as required and the ability to communicate with colleagues using appropriate technology. |  |
| A11 | Ability to build and maintain effective working relationships with a wide range of stakeholders |  |
| A12 |  | Experience of lone working |

Contract length: 12 months

Application deadline: 1st August 2025

Expected start date: TBC

Job Type: Part-time

|  |
| --- |
| Have an understanding of mental health services and the impact of mental health on an individual |
| Be able to identify emotional distress, and appropriately perform MHFA and signposting. To be able to employ and non-judgmental and empathetic approach to working with those living with mental ill health. |