

Mental Health Co-Ordinator Job Pack



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Registered charity England 1163942

Hello, and thank you for your interest in joining the team at Active8.

For more than 35 years, we have supported young people with physical disabilities across Cornwall. As a charity, we are proud of the positive impact we make and remain committed to creating a more inclusive world where people with disabilities can thrive. The value and importance of this work cannot be overstated.

This is an exciting time for our organisation. As we continue to strengthen our dedicated and talented team, we are expanding the ways in which we support our members. There has never been a more important time for youth work and advocacy, and we are looking for a motivated and passionate team player who shares our values and wants to make a meaningful difference.

We hope this job information pack provides you with everything you need to know about the role and the work we do. However, if you have any further questions, please don't hesitate to get in touch – we would be delighted to hear from you.

Regards,

John Sweeting

Active8 CEO

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A bit about Active8

Active8 was founded in 1990 at the request of a young man with a physical disability. He asked his social worker to help him connect with other like-minded young people facing similar challenges – a simple request that became the foundation of our charity.

In response, a residential programme was created, offering young people the opportunity to meet, build friendships and take part in exciting activities such as surfing, sailing, abseiling, disability sports, arts and music.

Through these experiences, young people gain confidence, resilience and greater independence – often achieving far more than they thought possible.

Over time, it became clear that support was still needed beyond the residential programme, particularly in areas such as employment, independent living, transport, friendships and accessing new opportunities. In response, Active8 expanded its work to include trips, skills-based activities and advocacy. Members have taken part in events such as Para Athletics in London, cookery workshops, theatre visits, ComicCons, weekend breaks and fundraising initiatives. The group also champions accessibility and raises disability awareness through workshops, conferences and community engagement.

With your help we can ensure that as many young people as possible get the help they need.



Ben attended the Paralympics in London in 2012 with Active8. He returned determined to be an athlete. He swapped courses from IT to Sport and despite having no racing chairs, facilities or coaches in Cornwall at the time, he decided to take up wheelchair racing. He became the 800m and 1500m European champion in his category of wheelchair racing, has now completed a degree in Disability Sport and has moved to Japan where he now lives with his wife.

What it is like working for Active8



At Active8, we support the wellbeing and aspirations of young people – and we place equal importance on the wellbeing of our staff. We promote flexible working and trust our team to manage their time responsibly and effectively.

Whatever your role, we encourage all staff to engage with our youth work and take part in activities, gaining first-hand insight into the impact of their work behind the scenes.

Full-time employees receive 28 days' annual leave, along with time off in lieu (TOIL) for additional hours worked. We also cover travel expenses and offer a contributory pension scheme.

The role

Location:

The role will be based out of our Victoria office for at least one day a fortnight with the option of home working when not out on activities and 121 visits

Reports to:

The CEO of Active8

Salary:

£24-28k pro rata

Hours:

21 hours a week

Location:

Hybrid / Based in our Victoria office

Deadline for applications:

1st May 2026

Interview date: week commencing

11th May

This is an exciting new opportunity to make a meaningful difference to young people in Cornwall with a physical disability and help address a growing need for support.

We are ideally seeking a candidate with experience in mental health support or counselling. However, we value enthusiasm, creativity and transferable skills just as highly. If you are organised, passionate about supporting young people with mental health concerns and are ready to support a range of young people, we want to hear from you.

A typical week could include attending a residential or day activity with our members (supporting our project staff), visiting a family to support them, offering 121 support to a young person or supporting our fundraiser to write a report regarding grants that have supported the mental health of our members. Working within a small charity means no two days are the same – we work collaboratively and are all willing to step beyond our job descriptions when needed. It's this shared commitment that makes working at Active8 so varied and rewarding.

The post holder will be required to work evenings, weekend and overnight on our activities and residential. Active8 staff don't provide personal care to members. However, the role may involve supporting young people with practical tasks such as pushing wheelchairs and providing support during activities, where appropriate.

Job Description

We are seeking an experienced and highly motivated mental health or counselling specialist who has excellent organisational and planning skills, communicates effectively with a wide range of people, and is passionate about supporting our work.

The successful candidate will ideally be able to demonstrate experience of delivering mental health or counselling support and hold relevant qualifications in mental health and/or counselling. They should also have experience managing relationships with people at different levels, supporting individuals on a one-to-one basis, and a good understanding of disability awareness and working with young people.

The post holder will be responsible for managing the day-to-day duties of the charity's Mental Health coordination. This will include attending a range of overnight residentials and day activities to support members and staff, developing and strengthening our provision for those experiencing mental health challenges, and visiting members and their families to provide additional support where needed.

The role will also involve supporting the wider team and contributing to other projects and activities across the organisation when required.

We strongly value transferable skills, enthusiasm, and passion. Please do not be discouraged from applying if your experience comes from a different sector or role but you believe your skills and values align with our work.

Key responsibilities

- Provide one-to-one counselling or mental health support to individuals in a safe, confidential, and supportive environment.
- Attend day and overnight residentials to support our members.
- Assess the emotional and mental health needs of clients and develop appropriate support or intervention plans.
- Support individuals to develop coping strategies, resilience, and positive wellbeing practices.
- Maintain accurate, confidential case notes and records in line with data protection and organisational policies.
- Identify safeguarding concerns and follow appropriate safeguarding procedures when necessary.
- Work collaboratively with colleagues, families, and external professionals to ensure holistic support for our members.
- Signpost or refer individuals to specialist services where additional or alternative support is required.
- Facilitate group sessions, workshops, or wellbeing activities where appropriate.
- Monitor and review client progress, adapting support plans as needed.
- Maintain professional boundaries and adhere to relevant ethical frameworks and professional standards.
- Participate in supervision, training, and professional development to maintain and improve practice.
- Contribute to the development and evaluation of mental health and wellbeing services within the organisation.
- Support the development of wellbeing programmes and resources.
- Promote mental health awareness within the organisation and wider community.
- Assist with monitoring, evaluation, and reporting to demonstrate the impact of the service.
- Undertake other duties appropriate to the role within a small, collaborative charity environment

Person Specification

Qualifications and Training

- A recognised qualification in counselling, psychotherapy, mental health support, or a related field (or currently working towards one).
- Evidence of relevant safeguarding training or willingness to complete training.

Experience

- Experience providing mental health or emotional wellbeing support in a professional, voluntary, or placement setting.
- Experience working with individuals experiencing mental health challenges such as anxiety, stress, or low mood.
- Experience maintaining confidential records and working in line with professional boundaries.

Skills and Knowledge

- Strong listening and communication skills, with the ability to build trusting relationships.
- Good understanding of mental health and wellbeing issues and appropriate support strategies.
- Knowledge of safeguarding practices and the ability to recognise and respond to safeguarding concerns.
- Ability to work both independently and as part of a team.
- Good organisational skills and the ability to maintain accurate records.

Personal Qualities

- Empathy, patience, and a non-judgemental approach.
- Commitment to promoting equality, inclusion, and respect for diversity.
- Professional integrity and the ability to maintain confidentiality.
- A proactive and reflective approach to personal and professional development.

Desirable

- Accreditation or membership with a recognised professional body (e.g. British Association for Counselling and Psychotherapy or UK Council for Psychotherapy).
- Experience working with young people or vulnerable groups.
- Experience delivering group sessions or wellbeing workshops.
- Knowledge of local mental health services and referral pathways.
- Experience working within the charity, education, or community sector.

We are open to anyone coming from a variety of roles/sectors with plenty of transferable skills and experience.

Ideally we are looking for someone who can demonstrate the following / evidence the equivalent of.

Active8 values diversity and is committed to equality of opportunity and welcomes applications from all sections of the community.