

Job Description

OCD Action, Project Assistant – Groups & Communities

Reporting to: OCD Action Groups & Communities Manager

Location: Cromer, Norfolk

Hours: 15 hours per week (2 days equivalent) including up to two weekday evenings per week

Salary: £17,550 pro rata (Funded by the National Lottery through the Big Lottery Fund until End March 2019)

Holiday: 25 days pro rata (not including statutory holidays)

Training: Full training will be given

Supervision: On-going supervision will be provided by the Groups & Communities Manager

Background Information:

OCD Action is the leading UK charity dealing with Obsessive Compulsive Disorder (OCD). OCD Action's main office is in London, where most of the Charity's services and staff are based. However, our support group project, 'Even Better Together', is based in North Norfolk and delivered by two staff members at the Cromer office.

OCD is a debilitating mental health condition which affects around 1-2% of the population. Research shows that recovery from OCD is most likely if a sufferer has access to effective treatment and/or medication and quality peer support. There are currently around 75 independent local OCD support groups across the UK (including groups for Body Dysmorphic Disorder (BDD) and other spectrum disorders). The 'Even Better Together' project (funded by the BIG Lottery Fund) is a follow on from the 3-year 'Better Together' project, and works closely with this network of support groups, offering training and resources, as well as providing mentor support to all group facilitators. We support, guide and help those wishing to set up their own local support group and have also designed, set-up and now run 19 online support groups which cater for those unable to attend a local group. OCD Action, in partnership with support groups, has created a 'Support Group Charter', which promotes a best practice model and recognises quality support groups. During 2018, the 'Even Better Together' project will also be focused on developing a service user agreement – between local support groups and local service providers

The 'Even Better together' project is delivered by the Groups & Communities Manager (3.5 days), the Groups & Communities Project Assistant (2 days), and a team of 24 dedicated volunteers based around the UK.



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The Groups and Communities Project Assistant will be based at the OCD Action Cromer office and occasionally at home. The contracted hours are 15 per week and these will be made up of half days or full days in the office and, when needed, weekday evenings working from home (a maximum of 2 evenings per week when required, of around 2.5 hrs an evening).

The following are the Key Objectives of the role:

- Support people through the process of setting up their own support group
- Provide cover and support to our online (Skype) groups when needed
- Respond to support group and project enquiries
- Assist with day-to-day project administration alongside the project's administration volunteer/s
- Help with the organisation of the annual National Facilitators Day, Connect Month, and Online Facilitator Training Sessions and Discussion groups
- Input into and contribute towards the service partnership work being undertaken throughout 2018
- Lead the project and team of volunteers in the Groups & Communities Manager's absence
- Be involved in and co-facilitate project team meetings (held every 6/8 weeks) and attend staff meetings as part of the wider staff team either remotely or in person (in London) monthly.
- Take part in planning (as part of the wider staff team) all OCD Action activities, including our National Conference, Stakeholder Day, and Week of Action.

NB: You may be required to undertake additional duties not listed here that are considered to be in accordance with the overall aim and objectives of the post.

OCD Action is a registered Charity: 1154202

To apply for this role, please follow this link to Charity Jobs <https://www.charityjob.co.uk/jobs/ocd-action/ocd-action-project-assistant-groups-communities/569170?tsId=8>

If you would like an informal discussion regarding this role, please telephone Keira Bartlett, Groups & Communities Manager on 0303 040 1112.

Closing date for all applications is 5pm, 5th June 2018

