**PROJECT PROPOSAL FORM**

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| **Task** | Change Minds Project Coordinator |
| **Contract** | Yes |
| **Reports to** | Hayden Burns, Archives Transformation Manager (project lead) |
| **Timetable** | 1st August 2024 – 28th February 2025 |
| **Location** | Carmarthenshire area |
| **Fee rate** | £4,800 inclusive |

**Key responsibilities**

* Delivering the research element of 12 workshops for adults with mental health issues within a Change Minds project.
* Provide and prepare materials required for each workshop.
* Provide risk assessment and mitigation factors for the workshops.
* Support participants during the workshop in developing their research ideas and creative expression to achieve outputs for final showcase events and for participants to have as a keepsake post-project.
* Informing the Project Lead of any issues should they arise and following the relevant procedures in these instances.
* Contributing to the project evaluation.

### Person specification

* Demonstrable experience of delivering high-quality research-based workshops for adults based on your own established practice.
* Knowledge of practice in improving the wellbeing of people with mental health issues.
* Experience of working with vulnerable adults, particularly those with mental health conditions.
* Ability to communicate clearly, effectively and empathetically with people with a range of diverse experiences and backgrounds.
* Be reliable and able to work to schedule, and within budget.
* Ability to inspire others.
* Enhanced DBS (Disclosure and Barring Service) clearance.
* Own public liability insurance.
* Welsh language level - Verbal: Level 3 - You will need a good level of conversational Welsh.

Based on the key responsibilities and personal specification, please explain why you are expressing an interest in the role, your experience and what you bring to the project.

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Please outline below what you would deliver during the two project phases.

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Expressions of interest should be submitted by Friday, 12th July 2024 to

Hayden Burns, Archives Transformation Manager

Email: [HSBurns@carmarthenshire.gov.uk](mailto:HSBurns@carmarthenshire.gov.uk)

Or

Post: Carmarthenshire Archives at Carmarthen Library, St Peter's Street, Carmarthen, SA31 1LN

Please provide contact details of two referees for whom you have delivered a comparable project with the name of the project.

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| Name and details of project/s | Contact |
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