



A MENTAL HEALTH SOCIAL MOVEMENT

OFF THE RECORD (BRISTOL)

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH - 0808 808 9120
REGISTERED CHARITY #1085351 - OTRBRISTOL.ORG.UK

Job Pack

Team Coordinator (NHS Partnerships)

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **Sunday 28th June 2026 at 11:59pm** and interviews will be held confirmed thereafter. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

If you have any questions about the role, contact shanade@otrbristol.org.uk

Role Summary

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| Job Title | Team Coordinator (NHS Partnerships) |
| Salary | OTR Band B++ Starting salary £29,029 Pro rata salary £17,471.40 |
| Hours | 22.5 hours per week (0.6 FTE) |
| Contract | Permanent |
| Leave | Flexible – our basic entitlement is 32 days (pro rata), however OTR operates a flexible annual leave policy which entitles you to request as much leave as you would like and need |
| Pension | With The People’s Pension – up to 3% employer contribution on qualifying earnings |
| Location | Based at OTR Old Market, BS2 0BH with travel to meetings at different locations across BNSSG and transitions service meetings at Callington Road Hospital, Brislington, Bristol BS4 5BJ. |
| Accountable to | NHS Partnerships Manager |
| Job Purpose | <ul style="list-style-type: none"> ● To assist NHS Partnerships Manager and AWP managers in the operational management of the NHS Partnerships team. ● To provide line management support to NHS Partnerships team and consult with the Team Manager about any concerns for staff wellbeing, retention or ability to do their work. ● To work closely with the OTR staff within each team to ensure effective partnership working in line with OTR’s ethos. ● To ensure that processes and systems are in place that will ensure robust reporting and safe structures for both staff and young people. ● Support the NHS Partnerships Manager with recruitment and induction of new staff members into the service. ● To play an instrumental role in the development of EDI work of the NHS Partnerships team. |
| Key Relationships | <ul style="list-style-type: none"> ● NHS Partnerships Team Manager ● AWP Clinical Service Manager (MINT, UCAT, CIOT & EI) ● AWP Senior Practitioners ● AWP Team Managers (across BNSSG) ● OTR NHS Partnerships team ● OTR Membership Team ● OTR HR Manager ● OTR staff/ volunteers |

Role Description

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| Reflective Practice | <ul style="list-style-type: none"> • To support planning and co-facilitating monthly team meetings/reflective practice for the NHS Partnerships team. • To support creating a validating environment for staff, utilising reflections to empower them to problem solve. |
| Leadership & Management | <ul style="list-style-type: none"> • To champion and embed Anti-Oppressive Practice within your management and leadership approach whilst supporting staff to develop and grow in this approach. • To support the development of the NHS Partnerships team, including how to evidence its effectiveness and value. • To liaise with and support AWP team managers and AWP Senior practitioners and Clinical Service Manager in supporting OTR staff. • To implement OTR policies and procedures where applicable. • To provide day to day management support, including... holding line management meetings, objective setting, appraisals and performance management. • To utilise AWP and OTR management systems to record and monitor annual leave, sickness, expenses, and occupational health management. • To support probationary reviews and annual appraisals. • To cultivate an inclusive and supportive team culture that promotes a strong awareness of the services and skills available within and outside the NHS Partnerships team. • To support the recruitment and induction of new staff within the NHS Partnerships team. • To attend relevant partnership meetings and build sustainable relationships with external partners. |
| Clinical Skills | <ul style="list-style-type: none"> • To support a team working with young people who are often high risk (either to themselves, others or from others, or all of the above). • To demonstrate a good understanding of risk assessment and risk management to support colleagues to make clinical decisions (the role does not require you to hold a registration and there is an expectation that registered AWP staff lead on holding risk). • To occasionally support clinical work within the service and be confident and able to work with young people with complex psychological needs. • To maintain up-to-date local knowledge in relation to safeguarding themes, policies and procedures, including attending regular training. |
| General | <ul style="list-style-type: none"> • To engage in training and development appropriate to the role. • To commit to the core values and beliefs of OTR, including young people's empowerment and participation. • To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding. • To ensure all paper and electronic personal records are always managed and stored safely in line with OTR policies • To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies. • This Job Description does not provide an exhaustive list of duties and |

may be reviewed in conjunction with the post holder in light of service development.

Person Specification

| | Essential | Desirable |
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| Education & Qualifications | <ul style="list-style-type: none"> • Demonstrable evidence of commitment to continuing professional development relevant to children and young people's mental health. | <ul style="list-style-type: none"> • Professional qualification or equivalent in counselling, social work, mental health nursing or a related health and social care discipline. • Qualification in supervision / reflective practice. |
| Experience | <ul style="list-style-type: none"> • Significant experience working with and supporting children and young people with mental health needs. • Experience working with children and young people in mental health crises. • Experience of working closely with child safeguarding protocol, confidentiality and risk. • Experience of working with safeguarding and managing risk. • Experience of multi-agency working and a clear commitment to partnerships. | <ul style="list-style-type: none"> • Experience supporting practitioners working with young people. • Experience of working in or with the third sector. • Experience of management /leadership within a staff team. |
| Knowledge | <ul style="list-style-type: none"> • Good working knowledge of local services for young people, safeguarding and clinical care pathways. • An excellent understanding of anti-oppressive practice and equalities issues. • Working knowledge of factors influencing CYP mental health difficulties. | <ul style="list-style-type: none"> • Good working knowledge of routine outcome measures and the ability to turn practice into evidence. • Knowledge of solution focused therapy and how to support teams and individuals to maintain a solution focused approach to working. • Understanding of CAMHS model and wider mental health system. |
| Skills & Abilities | <ul style="list-style-type: none"> • Demonstrable management skills with the ability to lead a diverse team with a range of needs and skills. • Excellent organisational skills and the ability to prioritise and manage a demanding workload. • Ability to work effectively and build positive working partnerships with staff teams across different services. • Ability to lead a diverse team working within different services and settings. | <ul style="list-style-type: none"> • Ability to effectively line manage and engage formatively with practitioners delivering psychosocial interventions. |

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| | <ul style="list-style-type: none"> • Ability to engage critically, sensitively and objectively with the work and the field of mental health. • Strong IT skills. | |
| Personal Qualities | <ul style="list-style-type: none"> • Able to model good self-care • Values led with a personal commitment to equality, diversity, social justice and change. • A strong personal interest in and commitment to the mental health and wellbeing of young people. • To be mindful and reflective of their position of power as a team coordinator and to be able to courageously and peaceably challenge poor practice that risks causing harm to others as a result of the misuse of power (in both clinical practice and managerially). | |
| Other | <ul style="list-style-type: none"> • To have appropriate transport to travel between various bases across Bristol, South Gloucestershire and North Somerset. | <ul style="list-style-type: none"> • A full, clean driving licence |

About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 60-year history and is proud to be reaching more young people than ever before (over 17,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing information and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy, healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, and many in-house events and initiatives.

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

What we value:

- **Championing Humanity:** valuing the inherent dignity of each and every person, supporting and celebrating expression of identity in all its forms
- **Being Curious:** taking an interest in how things work and could be improved, noticing and exploring perceptions and experiences whether collective or individual
- **Positive Disruption:** naming systems, structures, and attitudes that hinder supportive social change, seeking ways to overturn barriers to progress
- **Seed Sowing:** with an eye to the potential of the long term, seizing present moments and opportunities to set in motion shifts to benefit young people
- **Deeply Rooted:** carefully developing systems and processes that ensure our operations are secure, safe and dependable, supporting effective communication and making accountability clear

What we believe:

- Our offer should be inclusive of all cultures and identities
- Young people have unique strengths, interests and circumstances
- The world around us impacts our wellbeing
- Placing young people at the heart of our work
- Innovating and evolving to improve our offer for young people
- Relationships are what make the difference
- The power of partnerships