



LISTENING/ SUPERVISION SUPPORT INVITATION TO TENDER

Designs in Mind is an art and design studio in Oswestry, working with adults referred through mental health services. Together we are finding ways to live life and challenge mental health stigma. Our mission is to create high quality, ambitious, experimental art and design work and support to make independent ambition a reality.

Our values: Encourage creative adventure. Act with purpose. Create an environment of warmth. Recognise we are all individuals and we rely on each other.

Our team is made up of artists, designers, listeners and volunteers. We are not mental health professionals.

Please read this document carefully to ensure you are familiar with the nature and extent of the obligations if successful.

Designs in Mind does not bind themselves to accept any offer and receives the right to cancel the process at any time.

Proposals are invited from those who can actively listen with or without being a trained counsellor on a self-employed basis to provide support for the staff team.

Completed proposals are to be returned by email to catherine@designsinmind.co.uk

The deadline for the return of completed tenders is April the 12th 2019.

MAIN PURPOSE OF ROLE

To provide confidential emotional support for staff and volunteers of Designs in Mind to share what is happening for them, in relation to life and work. To provide such support by ad hoc telephone support and a once monthly visit to the studio.

We are looking for external support that allows staff and volunteers opportunities to reflect. To better their professional relationships, increase confidence and reduce stress. To enable the staff team to increase confidence, and have a greater awareness and understanding of coping. To enhance and maintain the culture and ethos of Designs in Mind

Location	Ad hoc telephone calls and once monthly visit to Designs in Mind studio in Oswestry, time and dates to be agreed
Accountable to	CEO
Hours of work	Variable

designs in mind

QUALITIES & EXPERIENCE

- To be able to offer telephone support on an ad hoc basis and visit the Designs in Mind Studio in Oswestry, once a month to offer face to face support
- Ability to maintain confidentiality at all times
- To be able to actively listen without prejudice
- Ability to deal sensitively with the team (potentially 10 staff/ 10 volunteers)
- Ability to look after self, and know how and where to get support from when needed

Individuals must also;

- Have experience of working therapeutically primarily with adults
- Have a clear understanding of their own practice
- Have an ability to offer strategies and techniques to address specific issues such as communication difficulties, anxiety or anger management difficulties
- Be able to arrange own transport

APPOINTMENT AND TIMESCALES

- Initial appointment on a short-term contract with a review after 6 months.

PROPOSAL FORMAT

- Applicants must demonstrate how they meet all elements of the qualities and experience section above.
- Applicants must be able to demonstrate a flexible approach to service delivery
- Applicants must include a full and up to date CV accompanied by a letter of application and including 2 referees
- Applicants must be able to provide a detailed cost inclusive of travel, subsistence and VAT
- Applicants must include a copy of all relevant certificates/ memberships and insurance documents

If you require further information or wish to clarify any points of doubt or difficulty relating to the tender documentation before submission of your proposal, the contact point is: Catherine Wilks, CEO catherine@designsinmind.co.uk