

Job Description

Project Worker – Fixed Term Contract for 12 months. (possibility of extension dependant on external funding)

7 hours per week, £14 an hour

Office based (location – Ilkeston) with a requirement to work evening and weekends. Time off in lieu will be provided for any additional hours.

Reports to – CEO. Anticipated start date – January 2026.

Candidates will be required to have an enhanced DBS check prior to being approved in post.

This role will help us strengthen our reach and impact, ensuring that our projects run smoothly, relationships are nurtured, and the charity continues to grow sustainably and compassionately.

This role requires flexibility and the ability to respond to the seasonal demands of the work we do.

Roles and responsibilities

Wellbeing Libraries

- responsibility for at least 6 Wellbeing Libraries in schools/colleges
- maintain records for ordering, and delivery of, resources
- order resources as required to refresh library stock
- deliver resources to schools/ colleges
- meet with Wellbeing Groups at each school/ college site at least once a term
- collate feedback and case studies from each library

Wellbeing Care Packs:

- liaise with, and support, Care Pack Co-ordinator in the delivery of the care packs
- maintain existing partnerships and develop new partnerships for roll out of the project

Wellbeing Workshops:

- plan, prepare resources, and deliver a range of workshops, as and when required
- maintain record of workshops delivered and resources used
- develop suite of workshops to add to the WTF Workshop portfolio using innovative strategies to engage our audience

Events:

- prepare resources ahead of events, as and when required
- collect and return resources as and when required

- plan, prepare, and attend a range of events alongside our CEO and volunteers

General

- stay abreast of developments in mental health and suicide prevention
- assist the CEO in the development of project's that support the vision and mission of the charity
- write impact reports for funders
- plan and deliver volunteer training alongside CEO and Volunteer Co-ordinator
- attend relevant meetings and conferences, sharing key information with CEO/Trustees
- be a role model/ ambassador for the charity
- write blog articles for our website about events attended

Essential requirements

- able to drive and have own transport
- able to support at weekend and/ or evening activities as required
- experience working with children/ young people
- excellent communication skills
- confident in delivering presentations and workshops to a range of audiences
- a commitment to learning and keeping abreast of national policy and campaigns relating to suicide prevention

Desired requirements

- recent training in Safeguarding
- experience of working or volunteering in the charity or voluntary sector
- experience in mental health, wellbeing, or youth engagement projects
- event organisation or fundraising experience
- lived experience of being bereaved by suicide/mental health challenges of self or supporting others in a paid or voluntary capacity

Person specification

- a genuine commitment to the aims, values and culture of the Will Garvey Trust foundation
- demonstrated drive to improving the mental health and wellbeing outcomes for young people
- demonstrates resilience and emotional intelligence
- ability to work in a sensitive environment – alongside staff and volunteers who have been bereaved by suicide
- strong organisational and time management skills
- ability to work collaboratively with the CEO and build positive relationships
- competent in using standard office software and social media platforms
- self-motivated, with the ability to work independently and manage priorities

About the Will Garvey Trust Foundation (WTF)

The **Will Garvey Trust Foundation (WTF)** was established to honour the life of Will Garvey and to support young people's mental health, well-being, and suicide prevention. We believe that every young person should have access to the help and support they need, and we work to ensure that no one feels alone in their struggles. Will was only 20 when he died, when he had so much to offer, and so much yet to experience. We realised quite soon after Will's death that we couldn't sit by and not do something to prevent this from happening again. Our aim is to raise awareness of suicide and mental health with our central mantra based on the slogan - Why Talking Fixes. (WTF) Our focus is on young people and adults (aged 13-25) and their support communities, but we intend that our resources and activities find relevance to all ages looking for support. Our purpose is simple but powerful: "No-one should experience suicide or the loss of a loved one to suicide."

Our vision is clear: "Talking communities that are suicide safe." At our heart is the belief that suicide is preventable, and that community, compassion, care, and conversation can save lives.

Our mission is to enable young people to choose a different path. We work to reduce stigma around mental health and encourage open, honest conversations to promote early intervention – particularly among young people, their families, and local communities.

Our work is rooted in community, kindness, and action. We deliver three core projects:

- **Wellbeing Libraries** – providing accessible mental health resources for schools, clubs, and workplaces.
- **Care Packs** – supporting individuals and families with essentials and wellbeing items.
- **Workshops** – delivering education and training to schools, businesses, and community groups to raise awareness and build resilience.

We are a small, committed team – one part-time staff member, our CEO, who is Will's mum, and a group of dedicated trustees and volunteers – all working together to make a big difference. As a small but passionate charity, we provide education, resources, and community-driven initiatives to reduce stigma, improve mental well-being, and support those affected by suicide. Our work is undertaken by Trustees, Volunteers, Supporters, and through Partnerships and our dedicated Chief Executive Officer (CEO) who drives our daily operations and leads us into our next phase of growth and impact. We are now at a pivotal time for the charity with our CEO having increased their hours now working 21 hours a week and we are now in a position to employ a second worker to support delivery and expansion.

Please send your **CV with two full reference details including phone numbers and email addresses - one from your most recent paid employment where relevant** and a **covering letter** (maximum two pages) explaining why you are interested in this role and how you meet the person specification to info@willgarveytrustfoundation.org.uk. References will be sought after the post is verbally offered to the successful candidate. Closing Date; Monday 24 November at 9.00am. Interviews to take place in person in Ilkeston on Friday 12th December.