



Job Advert for Project Support Coordinator

In partnership with:



Lichfield
District Council



Burton & District Mind

Our Vision - Everyone in our community to experience better mental health.

Our Mission - We provide advice and support to empower everyone to experience better mental health.

Our values - Service Quality, Integrity, Client Focus, Respect, Inclusivity, Collaboration, Sustainability.

Burton & District Mind is one of over 100 Local Mind Associations across the country. We improve mental health and wellbeing for people across East Staffordshire, Lichfield District and Tamworth Borough. We provide a range of wellbeing projects designed to support people with mental health problems as well as the wider population. We are committed to developing innovative and responsive services which further promote mental health awareness and wellbeing.

Hours:	22.5-37.5 hours per week to be agreed with successful candidate. Monday to Friday, may include occasional evenings and weekends.
Number of vacancies:	1
Contract:	Permanent – dependant on funding
Salary:	Scale A: £26,617.50 pro rata, £13.65 per hour
Responsible to:	Development and Sustainability Officer
Responsible for:	Between 3-6 volunteers.
Liaise with:	Line Manager, all teams within Burton and District Mind, volunteers, members of the public and business, people with experience of mental illness, carers, and support workers, VCSE and partner representatives involved in project delivery, project funders and other stake holders, other Mind representatives.
Based:	Office based in Burntwood, with some travel to Burton on Trent and Tamworth required. Further travel across Staffordshire expected. Flexibility to work from home based on business need.
Annual leave	20 days plus bank holidays, pro rata, length of service leave available.
Pension:	Pension scheme available after probation period.
Travel:	Must have full driving licence and daily use of vehicle, reimbursement of out-of-pocket expenses available at 45p per mile.
Sponsorship for foreign nationals:	Not available for this role.

Background

Burton & District Mind's Development and Sustainability Team has established reach into Lichfield and Burntwood areas with projects including sports, nature, hobbies and arts, working with key partner organisations for the benefit of our community. This supports our counselling and complex mental health needs services.

Job Purpose

Working as a vital part of the Development and Sustainability Team, the Project Support Coordinator will manage several time-limited projects from the point of project design, through implementation and project evaluation, making use of provided project management and monitoring toolsets. The Project Support Coordinator will coordinate and work with appointed project facilitators, volunteers, and partner organisations to provide high quality grant-funded recovery-focused primary mental health community-based interventions. They will also deputise to deliver sessions where required.

The Project Support Coordinator will also contribute to income generation through fundraising and small grant applications to further develop the range of projects available.

Day to day duties

Working from a Burntwood office and from home, the successful candidate will provide project management and communication with project associates to deliver a range of blended short-term projects, ensuring that participants are being recruited in collaboration with the Comms Team and Office staff. They will line manage volunteers to support group activity and represent the charity to the wider community. They will network with a range of VCSE and public agencies, including local authorities, social inclusion charities and health professionals.

Key Criteria

1. Enhanced DBS Check and 2 references
2. Existing driving license, access to a vehicle and willingness to drive across the project area.
3. GCSE C (lv 2) or above in Maths, English and IT with good vocational experience of MS Office including Excel, email and internet use.
4. Vocational experience of project management, Key Performance Indicators and reporting.
5. Vocational experience within a mental health setting, advice and signposting, and partnership working across sectors and/or agencies.
6. Experience of delivering sessions with a view to gaining Education and Learning qualifications.
7. Experience of line management or managing volunteers.
8. Understanding of income generation within the voluntary sector desired.
9. Understanding of the importance of service user participation and involvement.
10. Ability to work and contribute creatively as part of a wider team, to work independently and lead a delivery team and to know when to ask for support.

More information and application pack can be found at

<https://www.burtonmind.co.uk/recoveryjobs>

Applications, made up from CV and Cover Letter to be sent to jobs@burtonmind.co.uk

- Closing date for applications: 9am Monday 13 July 2026.
- Interviews commencing: Thursday 23 July 2026.
- Anticipated start date: Tuesday 1 September 2026 – immediate start available.

This post is subject to criminal records check with the disclosure and barring service.

Burton & District Mind values diversity and difference. We welcome applicants from all sections of the community, particularly under-represented groups and people with lived experience of mental distress.

It is policy for Burton & District Mind to not sponsor roles.

Burton & District Mind is an Equal Opportunities Employer.

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