**Note to candidates**

All of the criteria marked (S) will be used for shortlisting purposes. You should attempt to describe how you meet these criteria in the ‘Supporting Information’ section of the application form, giving examples where possible. Only candidates who can clearly demonstrate how they meet these criteria will be offered an interview.

**JOB TITLE:** Senior Mental Health Advisor

|  |  |
| --- | --- |
| **Category** | **Post Requirements** |
|  | **Essential** | **Desirable** |
| **Education/ Qualifications** | * Ability to write letters and reports, keep accurate records (S)
 | * Information, Advice and Guidance (IAG)
 |
| **Experience** | * Experience of providing recovery focused guidance and support (S&I)
* Experience of supporting people with mental health problems (S&I)
* Experience in managing a caseload and delivering to targets (S&I)
* Experience of negotiating opportunities for clients (S&I)
* Experience developing and delivering courses and groups (S&I)
* Experience of line managing staff including supervisions, appraisals and performance reviews (S&I)
* Experience of planning and prioritising own workload, and working on own initiative (I)
 | * Experience of promoting projects or services (I)
* Experience of working as part of a multi-disciplinary team
 |
| **Skills, Knowledge & Abilities** | * Understanding of and commitment to Equity, Diversity and Inclusion (S)
* Ability to use Microsoft Office applications (S)
* Excellent verbal and written communication skills to deal with a wide range of people (S&I)
* Assessment, advocacy and support skills (S&I)
* Good interpersonal skills (I)
* Ability to support people to identify and achieve their personal goals (I)
* Ability to support people to move on from mental health services (I)
* Ability to lead an effective team (I)
* Understanding of the needs of people with mental health problems (I)
 |  |
| **Other** | * Enthusiastic and highly motivated (I)
* Ability to work flexibly in order to meet the needs of the service(I)
 |  |