**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: Mental Health Advisor**

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| **Category** | **Post Requirements** |
|  | **Essential** | **Desirable** |
| **Education**  | * Ability to write letters and keep accurate records (S)
* Ability to use Microsoft Office applications (S)
 | Information, Advice and Guidance (IAG) |
| **Experience** | * Experience of providing recovery focused guidance (S&I)
* Experience of providing information and advice (S&I)
* Experience of supporting people with mental health problems (S&I)
* Experience managing a case load and delivering to targets (S&I)
* Experience of facilitating group work (S&I)
* Experience of planning and prioritising own workload (I)
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| **Skills, Knowledge & Abilities** | * Ability to provide people with appropriate and accessible information and advice
* Knowledge of depression, anxiety and stress and ways to self-manage these
* Ability to assess needs and risks
* Ability to use and learn new database systems Understanding of and commitment to Equity, Diversity and Inclusion (S)
* Able to communicate effectively with a wide range of people (S&I)
* Ability to support people to identify and make realistic changes to their lifestyle to help manage their mental wellbeing (S&I)
* Good Interpersonal skills (I)
* Ability to guide and enable people to self-manage their mental health problems (I)
* Understanding of the needs of people with mental health problems (I)
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| **Other** | * Enthusiastic and highly motivated (I)
* Ability to work flexibly in order to meet the needs of the service (I)
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