



## **JOB DESCRIPTION**

**Title:** Senior Wellbeing Adviser

**Specialty/Department:** HFEH Mind Youth Services

**Contract:** Fixed Term until 31st July 2025

**Hours:** Full time (35 hours per week, Monday – Friday)

**Responsible to:** Wellbeing Advice Team Manager

**Location:** Hybrid - (Offices, Schools, Colleges and Homeworking)

**Salary:** £27,055 - £32,934

### **Hammersmith & Fulham, Ealing and Hounslow Mind**

We're Hammersmith, Fulham, Ealing and Hounslow Mind, part of Mind the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

We work in Hammersmith, Fulham, Ealing and Hounslow and have a range of services and products to help children, young people and adults maintain and regain their mental health. We work with employers, partners, community groups and other charities to achieve our aims.

### **Job Summary**

This is an exciting opportunity for a Senior Wellbeing Advisor Assistant with experience of working within a children and young people, to work within a multi-disciplinary wellbeing advice services team to increase and improve emotional and mental health provision within local communities for 11–24-year-olds in the West London CCG area.

The Senior Wellbeing Adviser will be a part of our Youth Services team and will work to deliver mental health services for young people and the adults who support them. The Senior Wellbeing Adviser will co-ordinate and deliver a diverse portfolio of wellbeing services including the provision of 1:1 practical wellbeing advice and support to young people (mainly aged 16-25), facilitation of peer support groups, delivery of workshops and trainings and co-ordinate awareness-raising campaigns on occasion.

This post will enable the post-holder to develop a wide range of project coordination and evaluation skills. The position will suit an individual who is self-motivated, an excellent communicator and data competent, with an interest in quality improvement, line management, an understanding of child development and mental health, as well as a passion to support services for children, young people and their families.

The post holder will also work alongside colleagues and partners in the Local Authority, CAMHS, educational settings where interventions are being delivered and other relevant mental health providers.

## Key Responsibilities:

- To provide practical mental health focused short term casework to young people through 1:1 face to face appointments
- To develop, co-ordinate and deliver workshops and training to groups of children and young people
- To raise and escalate safeguarding concerns effectively with partners to ensure children and young people are effectively safeguarded
- Signpost referrals for children and young people with more complex needs to the relevant service.
- Coordinate referrals and booking in sessions
- Conduct regular line management with one Wellbeing Advisor working closely with them as a team.
- To undertake data collection, analysis and monitoring to evaluate the effectiveness of service provision
- To produce impact reports and summaries, using IT and statistical programs
- Routinely measure clinical outcomes, in line with the CYP-IAPT program.
- Maintain comprehensive records of all training and clinical activity in line with both health and education service protocols and use these records and outcome data to inform decision-making.
- Complete all requirements relating to data collection and report clinical outcomes and service access data into the digital patient record system, CYP IAPTUS.
- To assist in the formulation and delivery low-intensity psychological treatments based on evidence-based literature and research to support best practice in clinical work. Interventions may include guided self-help, and treatment might be individual or in psychoeducational groups. This work includes delivery face to face, virtual and Telephone. Engage in robust managerial and clinical supervision, identifying the scope of practice of the individual post-holder within the role, and working safely within that scope.
- Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate, both for personal educational benefit in discussion with supervisors, and to provide direct assistance.
- Work in collaboration with school staff, parents, children, young people, and the wider community to enhance and broaden access to mental health services.

## Service Accountability

- To support the work of the Business support Administrator, Data and Performance Officer and Service Manager on the analysis of the Wellbeing Team's data, both for routine reporting and for the purposes of service evaluation, research, and service improvement
- To work with Team Leads and Service Manager to ensure service delivery targets are on track and client records are kept up to date and accurate.
- To work with the Business Support Administrator, Team Leads and senior clinicians to acquire the necessary statistical and research skills to assist in the analysis and modelling of large-scale data sets

## Communications

- To work closely with the HFEH MIND's staff leading on communications and engagement to support the drafting and editing of clinically robust and evidence-based content, such as best practice tips, booklets, case studies, videos, pod casts and training materials for the Wellbeing Guides Project **across Youth Services**

## General

- To maintain an awareness of and actively follow and promote HFEH MIND's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance.
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.
- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder

## Person specification

### Essential

#### Training and qualifications

- Degree level qualification in Health/Social Care/teaching/ psychology or equivalent

#### Knowledge and experience

- 3 years' experience working with children and young people with mental health challenges
- Experience in delivering 1:1 practical support sessions, group facilitation and producing and delivering presentations, workshops and training
- Experience managing a complex case load
- 2 years' experience project planning and management experience
- Working knowledge of child and adult safeguarding
- Understanding of the importance of maintaining confidentiality
- Experience of data collection, analysis and reporting
- Knowledge of mental health and/or social care services

#### Skills

- Excellent writing skills and the ability to distil complex issues in clear language for a wide range of audiences
- Commitment to working innovatively and always seeking to evaluate and improve all areas of practice
- Ability to work productively as part of a team
- An authentic regard of client's experience and knowledge as equally valuable as that of clinicians/practitioners
- Attention to detail
- Data literate
- Ability to keep accurate notes and records
- Ability to prioritise and work on a number of tasks in parallel
- Good time management and organisational skills
- Excellent problem-solver
- Ability to work well under pressure
- Ability to convey ideas clearly
- Strong interpersonal skills
- Ability to communicate with a wide range of audiences

## General

- A valuing of and commitment to tackling discrimination
- A valuing of and commitment to holding clients at the centre of all practice
- Commitment to supporting the development, mental health and wellbeing of very children, young people and their parents/carers
- Comfortable communicating and working with children, young people and their parents/carers
- Enthusiasm and motivation
- Commitment to all HFEH MIND, particularly equal opportunity, and the ability to work harmoniously with colleagues and families of all cultures and backgrounds
- Commitment to developing the work of HFEH MIND.
- Advanced IT skills particularly Microsoft Word, Excel, Outlook and PowerPoint
- Ability to manage own workload and prioritise conflicting deadlines with little supervision
- Proactive approach to problem solving
- Ability to work well under pressure
- Tact, diplomacy, and confidentiality
- Ability to work independently and as part of a team
- Excellent communication skills.

## Desirable

- Masters and/or post-graduate degree
- Line management experience
- Experience using IAPTUS CYP patient record system

## To be noted

This is not an exhaustive list of tasks; the post-holder will be asked to undertake any other ad hoc tasks commensurate with the scope and purpose of this post. This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

We would like applicants to briefly outline in the supporting statement why they are interested in this position within the Wellbeing Guides Project, alongside how their skills and values match those of the person specification.

**Post is subject to an enhanced DBS check**