

Job Description and Person Specification

Suicide Prevention Coordinator

Mind in Brent, Wandsworth &
Westminster

2024

JOB DESCRIPTION

Job Title:	Suicide Prevention Coordinator
Grade & Salary:	WM6 (SP6) 27 £29,132
Hours of work:	37.5 hours
Line Management Reports:	Volunteers (Suicide Prevention Champions)
Contract:	Fixed term contract until 31 st March 2026
Accountable to:	Head of Adult Services
Functional Responsibility:	Coordination of Suicide Prevention campaigning, education and interventions across several London boroughs within educational and community-based settings
Job Purpose:	Lead and coordinate outreach activities and interventions in educational settings across 6 boroughs to deliver suicide prevention and mental health messages, awareness raising, promotion of services and support available. Working closely and linking in with community networks. Resulting in increase of knowledge around suicide and self-harm, suicide reduction, surveillance, prevention.
Based at:	Hybrid including community venues, our Pimlico Head Office and home working.

Job Summary

As a Suicide Prevention Coordinator, you will be a key member of our team and a valued and respected part of our service. You will deliver successful coordination of Suicide Prevention campaigning, education and interventions across South West London boroughs. We are looking for someone to lead and coordinate outreach activities and interventions to deliver suicide prevention and mental health messages, promotion of services and support available. Working closely and linking in with community networks. Resulting in increase of knowledge around suicide and self-harm, suicide reduction, surveillance, prevention.

Main Duties and Responsibilities

- Engage with Mental Health Support Teams, in supporting schools to develop and produce suicide policies, procedures

- Engage and Train professionals in suicide prevention training
- Support the development and implementation of the communication and media campaign within educational settings
- Work closely with local mental health teams and services to ensure knowledge of pathways and opportunities for joined up work approach are utilised
- Develop and deliver targeted interventions / workshops for identified target audiences. Raising awareness of suicide rates, signs, symptoms & how to help
- Connect and develop relationships with local organisations who work with vulnerable populations, including engagement with Public Health Leads
- Engage general public to sign up to a free half day training in suicide prevention delivered by Grassroots
- Coordinate the distribution of Suicide Prevention Toolkits
- Delivery of targeted suicide prevention interventions for identified audiences in educational settings
- Support training and up skill of other agencies involved in local organisations including GPs, community pharmacies and other healthcare providers
- Develop a Resource Hub for signposting and circulation to Educational Leads in relation to suicide and harm reduction
- Build upon existing Suicide Awareness presentations, to help the recruitment of further Champions.
- Chair regular group and 1-1 meetings for Champions where appropriate to provide support, updates and supervision
- Expand and further develop the suicide prevention Volunteer Champion network across SWL boroughs

Person Specification

- Experience of developing and delivering outreach initiatives
- Knowledge of either statutory health services and/ voluntary sector and working across organisational boundaries
- Knowledge of charity and mental health sector settings and working effectively with a range of professionals
- Demonstrable track record of building effective working relationships and partnerships and to effectively communicate with a diverse range of people
- Ability to record activities, collate and present briefings and reports monitoring and evaluating projects
- Experience of working with those with lived experience

- Self-motivated and work autonomously across a large geographical area
- Knowledge and awareness and understanding of equality issues
- Strong self-organisation and ability to self-manage
- Strong understanding of key issues and challenges related to suicide prevention
- Knowledge of key mental health issues
- Knowledge of relevant and appropriate services for suicide prevention support
- IT skills and ability to use Microsoft office software
- Ability to multi task and meet conflicting deadlines and priorities
- Empathy and a positive attitude to mental health
- Flexible approach to meet the demands and outcomes of the project, such as evening meetings where required

There may be a requirement to attend meetings and other activities outside of normal working hours.

You will be expected to adopt and comply with strategy and regulatory requirements, organizational values, policies and procedures, including Health and Safety, Equality and Diversity

No Job description can cover every issue which may arise within the job at various times and you may be expected to carry out other duties from time to time, which are broadly consistent with those description.

Mind in Brent, Wandsworth and Westminster

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