



BELIEVE SUPPORT ADVOCATE

Person Specification

Factor	Essential (E) Desirable (D)
Experience	
Experience of working within mental health support	E
Experience of working within social care.	E
Understanding of local third sector organisations	D
Experience in project coordination, and working in localities/communities/C&YP settings	D
Knowledge and experience of developing and maintaining self-support peer mentoring groups	D
Experience of appropriate liaison and networking with other professionals.	D
Knowledge	
Working knowledge of MS Word, GDrive, PowerPoint & Excel	E
Familiar with Social Care Procedures.	D
Skills & Abilities	
Ability to produce PowerPoint presentations, workshops and develop training programmes suitable for audience needs and ability	E
Ability to provide support and train volunteer counsellors who wish to participate in the project	E
Ability to work within and adhere to project outcomes, milestones and timescales.	E
Confident in word processing & spreadsheet skills using popular applications	E
Confident with G Drive / google Workspace	D
Good administration skills including the ability to write reports, and deliver them accurately and on-time	E
Excellent communicator (verbal & written)	E

Factor	Essential (E) Desirable (D)
Able to identify and gather required statistics and to communicate these effectively to management	E
Confident in using a range of online software applications eg Contact Relationship Management (CRM) databases, and Canva	E
Personal Qualities	
Professional attitude and conduct	E
Flexible and adaptable to change in the working environment	E
Able to work on own initiative and with a team	E
Other	
Travel will be required so a reliable means of transport is essential. If that's your own car - valid Driving licence and Insurance for Business Purposes	E
See Job Description for level of DBS check required	