



**BELIEVE SUPPORT WORKER**  
**Person Specification**

<b>Factor</b>	<b>Essential (E) Desirable (D)</b>
<b>Experience</b>	
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
<b>Knowledge</b>	
Working knowledge of MS Word, GDrive, PowerPoint & Excel	E
Familiar with Social Care Procedures.	D
<b>Skills &amp; Abilities</b>	
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
Able to identify and gather required statistics and to communicate these effectively to management	E

<b>Factor</b>	<b>Essential (E) Desirable (D)</b>
Confident in using a range of online software applications eg Contact Relationship Management (CRM) databases, and Canva	<b>E</b>
<b>Personal Qualities</b>	
Professional attitude and conduct	<b>E</b>
Flexible and adaptable to change in the working environment	<b>E</b>
Able to work on own initiative and with a team	<b>E</b>
<b>Other</b>	
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	<b>E</b>
<b>See Job Description for level of DBS check required</b>	