

PERSON SPECIFICATION
for the post of
SUICIDE PREVENTION ADVISOR



Category	Essential/ Desirable	Method*
QUALIFICATION		
English Language and Mathematics GCSE or equivalent grade C or above	E	A, C
Tertiary Level or Professional qualification in Health, Nursing, Social Work, Community Work or related discipline	E	A, C
Further Studies in Mental Health	D	A, C
EXPERIENCE		
Three years recent work in suicide prevention or mental health	E	A, I
Working in schools and colleges or similar environments	E	A, I
Creating action plans with service users and following these with recording of progress	E	A, I
Working in a team environment	E	A, I
Three years recent face-to-face work with vulnerable people (in a mental health field)	D	A, I
Answering and attending to helpline calls; recording information; reporting on these as required	D	A, I
Presenting with PowerPoint to groups on suicide prevention	D	A, I
Contributing positively to the Supervision process	D	A, I
Working with young people in a group environment	D	A, I
Outcomes Based Accountability – plotting, recording and reporting service results	D	A, I
Interagency Working	D	A, I
Work with volunteers	D	A, I
KNOWLEDGE, SKILLS & ABILITIES		
Ability to address the needs of callers to our national suicide prevention helpline	E	A, I
Safeguarding of children and vulnerable adults – safe practice	E	A, I
Working with suicidal people and those who care about them	E	A, I
Presenting on suicide and/or self-harm and/or mental health related issues	E	A, I, C
Presentation skills (to groups and individuals, alone or as part of a team)	E	A, I
Handle confidential and sensitive information appropriately	E	A, I
Contribute to monitoring and evaluating	E	A, I
Working in a team	E	A, I
Good verbal and written communication skills	E	A, I
Ability to produce written reports and meet deadlines	E	A, I
Administration skills – use of Microsoft Office applications	E	A, I
Ability to manage varied workload (balancing individual support, fieldwork, group work, office work, team meetings, supervision, etc.)	E	A, I
Ability to support individuals and know when to refer to other agencies	E	A, I
Ability to plot outcomes and record these for reporting purposes	D	A, I
Willingness to undertake further training as required	D	A, I
Ability to contribute to planning and development of service growth	D	A, I
Ability to work with, mentor and appropriately encourage volunteers within the service	D	A, I
PERSONAL		
Anti-discriminatory practice (positive regard for diversity and equality)	E	A, I
Ability to work within and contribute positively to the Ethos and Values of PAPYRUS	E	A, I
Emotional Intelligence and Literacy	E	A, I
Ability to empathise whilst being able to make professional judgements within an emotionally challenging environment	E	A, I
OTHER		
Requirement to work unsocial hours	E	A, I
Willingness to attend further training	E	A, I
Full Driving Licence with Regular Access to a car with full business use insurance cover	E	A, I, C

*** Method of Assessment:** A = Application Form; I = Interview ; C = Certification or other evidence