

**PERSON SPECIFICATION**  
for the post of  
**SUICIDE PREVENTION ADVISER (CARDIFF)**



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

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