## Person Specification
### for the post of
**SUICIDE PREVENTION ADVISER (CARDIFF)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Essential/ Desirable</th>
<th>Method*</th>
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### Qualification
- English Language and Mathematics GCSE or equivalent grade C or above  
  **E**  **A, C**
- Welsh Language GCSE or equivalent grade C or above  
  **D**  **A, C**
- Degree 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*