# Person Specification

## for the post of

**SUICIDE PREVENTION ADVISER (WARRINGTON)**

### Qualification

<table>
<thead>
<tr>
<th>Category</th>
<th>Essential/ Desirable</th>
<th>Method*</th>
</tr>
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</table>

**QUALIFICATION**

- English Language and Mathematics GCSE or equivalent grade C or above  
  - Essential (E)  
  - A, C
- Degree or Professional qualification in Health, Nursing, Social Work, Community Work or related discipline  
  - Essential (E)  
  - A, C
- Further Studies in Mental Health  
  - Desirable (D)  
  - A, C

### Experience

- Three years recent work in suicide prevention or mental health  
  - Essential (E)  
  - A, I
- Working in schools and colleges or similar environments  
  - Essential (E)  
  - A, I
- Creating action plans with service users and following these with recording of progress  
  - Essential (E)  
  - A, I
- Working in a team environment  
  - Essential (E)  
  - A, I
- Three years recent face-to-face work with vulnerable people (in a mental health field)  
  - Desirable (D)  
  - A, I
- Answering and attending to helpline calls; recording information; reporting on these as required  
  - Desirable (D)  
  - A, I
- Presenting with PowerPoint to groups on suicide prevention  
  - Desirable (D)  
  - A, I
- Contributing positively to the Supervision process  
  - Desirable (D)  
  - A, I
- Working with young people in a group environment  
  - Desirable (D)  
  - A, I
- Outcomes Based Accountability – plotting, recording and reporting service results  
  - Desirable (D)  
  - A, I
- Interagency Working  
  - Desirable (D)  
  - A, I
- Work with volunteers  
  - Desirable (D)  
  - A, I

### Knowledge, Skills & Abilities

- Ability to address the needs of callers to our national suicide prevention helpline  
  - Essential (E)  
  - A, I
- Safeguarding of children and vulnerable adults – safe practice  
  - Essential (E)  
  - A, I
- Working with suicidal people and those who care about them  
  - Essential (E)  
  - A, I
- Presenting on suicide and/or self-harm and/or mental health related issues  
  - Essential (E)  
  - A, I
- Presentation skills (to groups and individuals, alone or as part of a team)  
  - Essential (E)  
  - A, I
- Handle confidential and sensitive information appropriately  
  - Essential (E)  
  - A, I
- Contribute to monitoring and evaluating  
  - Essential (E)  
  - A, I
- Working in a team  
  - Essential (E)  
  - A, I
- Good verbal and written communication skills  
  - Essential (E)  
  - A, I
- Ability to produce written reports and meet deadlines  
  - Essential (E)  
  - A, I
- Administration skills – use of Microsoft Office applications  
  - Essential (E)  
  - A, I
- Ability to manage varied workload (balancing individual support, fieldwork, group work, office work, team meetings, supervision, etc.)  
  - Essential (E)  
  - A, I
- Ability to support individuals and know when to refer to other agencies  
  - Essential (E)  
  - A, I
- Ability to plot outcomes and record these for reporting purposes  
  - Desirable (D)  
  - A, I
- Willingness to undertake further training as required  
  - Desirable (D)  
  - A, I
- Ability to contribute to planning and development of service growth  
  - Desirable (D)  
  - A, I
- Ability to work with, mentor and appropriately encourage volunteers within the service  
  - Desirable (D)  
  - A, I

### Personal

- Anti-discriminatory practice (positive regard for diversity and equality)  
  - Essential (E)  
  - A, I
- Ability to work within and contribute positively to the Ethos and Values of PAPYRUS  
  - Essential (E)  
  - A, I
- Emotional Intelligence and Literacy  
  - Essential (E)  
  - A, I
- Ability to empathise whilst being able to make professional judgements within an emotionally challenging environment  
  - Essential (E)  
  - A, I

### Other

- Requirement to work unsocial hours  
  - Essential (E)  
  - A, I
- Willingness to attend further training  
  - Essential (E)  
  - A, I
- Full Driving Licence with Regular Access to a car with full business use insurance cover  
  - Essential (E)  
  - A, I

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