



For better  
mental health

## Mind in Bexley

283 Broadway  
Bexleyheath  
Kent  
DA6 8DG

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[www.mindinbexley.org.uk](http://www.mindinbexley.org.uk)

**IMHA Community/Hospital/Forensic Hospital to include Older and Young Persons Specialist full or part time.**

1 x Full time 35 hours per week  
2 x Part Time 17.5 Hours per week

NJC S01, (29-31) £26,845 - £27,672 (Inc. OLW)

**Person Specification:**

Outlined below are the experience, skills, knowledge and competencies required to carry out the tasks described within the job description for the above positions.

**Please ensure that you use examples to demonstrate that you meet each individual criterion within the application form.**

Criteria marked 'A' will be used to shortlist candidates and criteria marked 'I' will be assessed during the interview stage.

Community  
Legal Service



**Honorary President**  
The Mayor of Bexley

**Chair**  
Bayo Emanuel  
**Director**  
David Palmer

Mind in Bexley Limited  
Registered in England No:  
5393807  
Registered Office:  
283 Broadway,  
Bexleyheath, Kent  
DA6 8DG  
Reg Charity No: 1110130  
Registered under the  
Data Protection Act



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No.	Qualification/Experience	Assessment Process
1	Educated to degree level or equivalent	A
2	Experience of working with issues pertaining to at least one of the following areas: mental and/or physical health, learning difficulties, asylum or immigration, criminal justice system and or a human rights agency.	A & I
3	Preferably at least one year's experience of advocacy within a formal and or an informal setting and at least one year's experience of Casework.	A & I
4	Preferably experience of working with people detained under the Mental Health 1983 as amended 2007.	A & I
<b>Skills</b>		
5	Demonstrable ability to advocate on the behalf of others.	A & I
6	Ability to prepare and provide written and verbal reports of a high standard to internal and external agencies.	A & I
7	Ability to prioritise and organise your own caseload and maintain up to date records of work undertaken.	A & I
8	Ability to use Microsoft Word and Excel, preferably Access database packages, and to be administratively self-servicing.	A & I
9	Proven abilities to engage with vulnerable individuals and establish or maintain effective relationships with professionals across varying disciplines.	A & I
10	Good negotiation and problem solving skills.	A & I
11	Ability to work as part of a team and on your own initiative.	A & I



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	<b>Knowledge</b>	
12	Understanding of and demonstrable commitment to equal opportunities and diversity.	A & I
13	Understanding of issues pertaining to user empowerment and/or participation.	A & I
14	Understanding the importance of operating within mental health legislation and the criminal justice system.	A
15	Understanding of mental health services, structure and legislation.	A & I
16	Understanding the different forms of advocacy	A & I
17	Understanding of the main issues facing people experiencing mental health difficulties and individuals subject to the Mental Health Act 1983 as amended 1997.	A & I

	<b>Personal Contribution</b>	
18	Motivated, adaptable, perseverant and accurate.	A & I
19	Takes responsibility for organising own work effectively and for delivering results.	A & I
20	Recognising the need for action or change, and taking the appropriate action without needing to be told.	A & I
21	Ability to source and develop new ideas. Ability to practically implement new ideas to solve problems and bring about improvements to services and resources.	A & I
22	Ability to use logical processes for problem-solving and decision-making.	A & I
23	Ability to understand and consider written and numerical information fully, identifying its implications logically and correctly.	A & I

	<b>Working with others</b>	
24	Written and oral communication is concise and accurate.	A & I
25	Develops and maintains positive working relationships, based on self-awareness and openness to making personal changes.	A & I
26	Committed and reliable member of team and understands impact of role on others.	A & I
27	Uses a range of methods for persuasion and achieves positive results.	A & I



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	<b>Organisational contribution</b>	
28	Focused on views and needs of service users. Ability to apply the principles of diversity and equality in the provision of the service.	A & I
29	Ability to build up and maintain a network of external contacts who can help achieve service goals.	A & I
30	Ability to demonstrate the Mind in Bexley values with a high level of commitment to the organisation	A & I
31	The ability to use IT systems to support the achievement of personal and collective work goals.	A & I