

Senior Wellbeing Practitioner  
Recruitment Pack  
December 2024

Havant and East Hampshire Mind  
Leigh Park Community Centre  
Dunsbury Way  
Havant  
P09 5BG

02392498916  
[www.easthantsmind.org](http://www.easthantsmind.org)

Reference: Senior Wellbeing Practitioner

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the Job Advertisement, Job Description and Person Specification.

For more information about the role and our services, please see our website at [www.easthantsmind.org](http://www.easthantsmind.org) or to discuss the role contact Jenny Smith ([Jenny@easthantsmind.org](mailto:Jenny@easthantsmind.org)).

To apply, please submit your application which should outline why you are suitable for the role. Clearly state your address, e-mail address, telephone number and whether you have a driving license and access to a vehicle.

Please return applications to the HR lead at [recruitment@easthantsmind.org](mailto:recruitment@easthantsmind.org)

- Closing date for receipt of applications is: Monday 13<sup>th</sup> January 2025
- Shortlisted candidates will be contacted by 4pm on: Tuesday 14<sup>th</sup> January 2025
- Interviews will be held on: Wednesday 22<sup>nd</sup> January 2025 in Havant with Jenny Smith and Lucy Hart.

Yours sincerely

Jenny Smith  
Adult Wellbeing Manager

## The benefits of working with HEH Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.


Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, plus an additional winter leave day in late December and bank holidays (all calculated pro-rata for part-timers).

Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 Mental health and Wellbeing Training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
  - Remote and homeworking flexibility (dependent on role requirements).
  - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
  - If you use a PC within your role, we will provide free eye tests, if necessary.
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## Job Advertisement

We have an exciting opportunity within our established Adult Wellbeing team. We are looking for enthusiastic and motivated person for our team at HEH Mind. Could this be a role be for you?

HEH Mind successfully manage and run a range of recovery services for adults with mental health needs in Havant and East Hampshire. We offer a variety of client focused interventions; these range from assessments, reviews, check ins, one-to-one support, group work, and community engagement to empower people to manage their own mental health needs.

The post is for 24hours per week and would ideally be covering days Monday, Wednesday and Friday.

### We want to hear from you.

This is a great opportunity for anyone looking to get into a career within mental health and for someone who wants to use their experiences to empower and support others making a difference in their local community.

We are looking for passionate, empathetic and committed individual who want help those experiencing challenges with their mental health and wellbeing in Havant and East Hampshire.

If you would like to know more about the service before making your application, please get in touch with Jenny Smith Adult Wellbeing Manager ([Jenny@easthantsmind.org](mailto:Jenny@easthantsmind.org)).

## Job Description

|                  |   |
|------------------|---|
| Job title:       | Senior Wellbeing Practitioner   |
| Hours:           | 24 hours (Monday-Thursday in person)  |
| Salary grade:    | 10  |
| Salary:          | £25,235 pro rata  |
| Contract length  | Permanent   |
| Working base:    | Havant and East Hampshire   |
| Reports to:      | Wellbeing Manager   |
| Responsible for: | Wellbeing Practitioners, Administrators, Students and other frontline staff |
| Checks made:     | Enhanced DBS and two references   |


### Purpose of Post

HEH Mind runs a range of wellbeing recovery services for adults who would like support with their mental health and wellbeing through a variety of interventions and services. This ranges from assessment, recovery planning, reviews and group work, to outreach into the community to provide a range of groups and activities to support people to manage their own mental health needs.

### Accountability

You will be line managed by the Wellbeing Manager but will manage your own workload and prioritising your tasks

## Key Responsibilities and duties:

- Reports to the Wellbeing Manager, following reporting lines where required
  - Manage the delivery of wellbeing services
  - Oversee the quality of assessment
  - Oversee the quality of intervention material to ensure it is relevant and up to date
  - Implement group timetables for service delivery, including working with the East Hants Wellbeing Lead
  - Work with the Wellbeing Manager in conduct and implement risk assessments for both clients and staff.
  - Hold responsibility for completing induction and training for new Wellbeing Practitioners
  - Liaise with the Peer Support Lead when needed for organising group timetables and client interventions.
  - Undertake line management responsibilities, including being the primary contact for sickness, absence and annual leave requests
  - Assist the Wellbeing Manager in the continued development of HEH Mind
  - Identify and assist on induction, training and development of paid staff and volunteers
  - To provide ongoing staff appraisals, supervision, and performance management where needed
  - To assess staff in their initial 6-month probation period as suitable for employment including through regular direct observations throughout 6 months including 1-2 additional for the probation process.
  - Complete ongoing planned and ad hoc observations of staff for monitoring service quality and staff progression.
  - Manage and support with staff workload, including the creation of workflows
  - Complete risk assessments with the Wellbeing Manager when required
  - Identify gaps within the service and develop creative solutions, considering service user and carer need.
  - When able attend multi-agency meetings when required to represent HEH Mind
  - Supervise the quality of records and data held on the Charity Log system
  - To engage and encourage appropriate referrals
  - Liaise with the Wellbeing Manager to ensure the service is adequately resourced and being delivered at a high standard
  - Be point of contact in the absence of the Wellbeing Manager
  - Flexibility in the event of change to ensure effective service delivery
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# Mind Havant and East Hants

- Attend professional development and training sessions to ensure service provision reflects up to date knowledge and resources
- Hold responsibility for managing their staff on BreatheHr
- Any additional relevant tasks as requested by the Wellbeing Manager

## Additional responsibilities and duties:


- Maintain up to date knowledge of legislation, national and local policies in relation to the provision of social care services
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, clients and the community
- Participate in events, awareness campaigns and other projects which promote the organisation's values
- Work with key stakeholders to promote the Adult Wellbeing Service

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| Person Specification  | Essential/<br>Desirable |
|---|-------------------------|
| <b>Qualifications:</b>  |                         |
| A relevant qualification at Level 3 or above or equivalent experience   | Desirable               |
| <b>Experience:</b>  |                         |
| Minimum 2+ years management experience in a mental health or related field.   | Essential               |
| Working individually and as part of a team  | Essential               |
| Working, communicating and interacting with a wide variety of people and/or working within community-based services   | Essential               |
| Responding to and dealing effectively with complaints and managing safeguarding issues in situ as they arise  | Desirable               |
| <b>Knowledge, Skills and Capabilities:</b>  |                         |
| Confident with IT: Outlook emails, calendar, Zoom and databases   | Essential               |
| Delivering tools such as de-escalation, SMART goals and mindfulness.  | Essential               |
| Effective communicator both verbal and written with clients, those line manage, colleagues and outside professionals including communicating across cultural boundaries | Essential               |
| Demonstrate empathy, patience and sensitivity to be able to support people  | Essential               |
| Excellent time management skills  | Essential               |
| Experience of delivering group-based support  | Essential               |
| Strong awareness of mental health and the value of groups and peer support.   | Essential               |
| Proactive in engaging with professionals and clients.   | Essential               |
| Knowledge of the health and social care services  | Essential               |
| Ability to research the support available in the community  | Essential               |
| Commitment to person centered approach and trauma informed  | Essential               |
| An awareness of issues relating to lone working and effective management of personal and professional boundaries  | Desirable               |
| Ability to work independently and take initiative   | Essential               |
| Ability to prioritise and work flexibly to changing requirements  | Essential               |
| Able to uphold and ensure others are following confidentiality and data protection policies.  | Essential               |
| Understanding of, and commitment to, equity, diversity and inclusion  | Essential               |

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|--|-----------|
| <b>Personal Attributes and approach:</b>   |           |
| Dynamic and creative when approaching new challenges   | Essential |
| Adaptability   | Essential |
| Works inclusively respecting the diversity of each person's experience, and their particular background or cultural context  | Essential |
| Motivated to learn and understands importance of reflective practice and feedback.   | Essential |
| Shares responsibility for professional development and completion of training.   | Essential |
| Works to a strength base approach valuing the persons experience, potential and worth.   | Essential |
| Develops effective and trusting relationships, characterised by respect – being non-judgemental and not making assumptions about the person's experiences, beliefs | Essential |
| <b>Other Requirements:</b>   |           |
| Hold a driving license and have access to a car. To be able to travel across Havant and East Hampshire.  | Essential |
| The successful candidate will be expected to undergo an Enhanced DBS check, and two references will be collected   | Essential |
| <b>Personal Circumstances</b>  |           |
| Alignment with HEH Mind vision and values  | Essential |
| An understanding of Equality, Diversity and Inclusion  | Essential |





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Charity number 1116301

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