

Person Specification: Wellbeing Centre Co-ordinator

(A) = will be assessed on the application form (B) = will be assessed at interview

Criteria	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> • Minimum of QFC Level 3 in health or social care or equivalent(A) • Evidence of ongoing Continuing Professional Development with relevance to this post. (A) 	
Experience	<ul style="list-style-type: none"> • At least two-year's experience of using social care or therapeutic skills working face to face with the public. (A & B) • At least 12 months experience of working in a mental health or wellbeing setting (A & B) 	<ul style="list-style-type: none"> • Experience of being a volunteer or working for a voluntary organisation (A & B) • Experience/understanding of the effects of living with mental distress – either personal or supporting someone else (B)
Skills	<ul style="list-style-type: none"> • Excellent team working skills and the ability to work well as part of a diverse and dispersed team (A & B) • Project management skills, with a track record of delivering excellent performance against target and deadlines (A & B) • Excellent relationship management skills, including internal and external stakeholders (A & B) • Excellent listening and interpersonal skills and the ability to communicate well with a wide range of people (B) • Effective written communication skills (A) 	

<p>Abilities</p> <ul style="list-style-type: none"> • Independently manage own case load (A & B) • Conduct client assessments/reviews and to work ethically, safely and effectively with a range of client issues (A & B) • Conduct client risk assessments and identify safeguarding risks (A & B) • Ability to remain calm and deal sensitively with distress, unpredictability and conflict (B) • Prioritise and manage time and resources (B) • Co-deliver group activities (A) • Use basic IT applications, including for the administration and monitoring of services (A) • Manage professional boundaries (B) 	<ul style="list-style-type: none"> • Communicate in spoken Welsh (B)
<p>Knowledge</p> <ul style="list-style-type: none"> • A working knowledge of the mental health support system in Wales (B) • A working knowledge of common mental health problems and potential issues that people may bring (B) • An understanding of health and safety and risk management issues and procedures in a social care setting (A & B) • A working knowledge of child and adult safeguarding (B) 	<ul style="list-style-type: none"> • Knowledge of mental health and community support services/organisations in Flintshire (A & B)
<p>Personal qualities & value systems</p> <ul style="list-style-type: none"> • A person centred approach with non-judgemental attitude (B) • Committed to promoting social inclusion and challenging discrimination, with a good knowledge of equality issues. (B) • A self-starter with creativity, enthusiasm and flexibility and resilience (B) • Positive about working as part of a multi-agency team (B) • Values and respects clients and maintains confidentiality (B) • Able and willing to embrace Mind's mission, values, policies and procedures(B) 	
<p>Other</p> <ul style="list-style-type: none"> • Must hold a current full driving licence valid in the UK with access to a suitable vehicle, or be able to organise suitable alternative travel arrangements to ensure travel between sites. (A) • This post will involve Saturday working. (B) 	