**Job Description and Person Specification**

|  |  |
| --- | --- |
| **Post** | **Suicide Prevention Project Worker – Migrant Communities** |
| **Location** | You will normally be required to work at/from both our Cambridge and Peterborough offices and your home address as required. You will be required to travel to any of the organisation’s sites as necessitated by the needs of the role.  |
| **Line Manager** | **Project Manager** |
| **Contract** | **Fixed term for 12 months** |
| **Hours** | **18 hours per week, flexible for the right candidate** |
| **Salary** | **NJC Salary Scale Point 15 (April 2023)****Salary £12,447.84 per annum (FTE £25,993 per annum)** |
| **Main Objective** | This post presents an exciting opportunity to be part of Suicide Prevention Capacity Building Project team. The project will expand CPSL Mind’s STOP Suicide campaign using targeted approaches to suicide prevention within three high risk communities: LGBTQ+, Neurodivergent (Cambridgeshire and Peterborough) and Migrant communities in Boston, Lincolnshire. Key responsibilities of this role are to:* To build strong relationships and work collaboratively with the migrant community partner organisation/s, to support development of an organisational approach to suicide prevention and safety planning.
* Work collaboratively with CPSL Mind training team to deliver bespoke suicide prevention workshops across our partner organisation/s staff and volunteer groups and the wider community.
* Work collaboratively with CPSL Mind’s communications and campaigns team to co-produce and deliver focused campaigns activity across the communities.
 |

**Vision**

Our vision is a society in which everyone has positive mental health and feels part of a connected community.

**Mission**

Our mission is to:

* support those with poor mental health to live well, whatever that means for them
* enable people to maintain positive mental health, especially those who are going through tough times
* inspire connections and eliminate stigma within our communities for the benefit of everyone’s mental health

**Values**

Our values are central to everything we do. They define us as an organisation.

* Respect, Empowerment, Inclusivity, Integrity, Courage, Compassion

|  |
| --- |
| **Specific Duties and Responsibilities** |
| **Suicide Prevention Project Delivery*** Work collaboratively with project colleagues to build suicide prevention skills and capacity across the three diverse communities, with specific responsibility for the migrant communities element of this project.
* Develop strong working relationships with the migrant community partner organisation/s to support the development of a clear approach to suicide prevention and safety planning; providing ongoing information and support.
* Work collaboratively with CPSL Mind training team to co-produce and deliver bespoke suicide prevention workshops across our partner organisation’s staff and volunteer groups, and the wider community.
* Work collaboratively with CPSL Mind’s communications and campaigns team to co-design and deliver focused campaigns activity across the local migrant communities.
* Attend weekly team meetings and four weekly 1-1s with line manager.
* Manage risk, using a dynamic approach, escalating as appropriate.
* Ensure that the project is consistently delivered in a values-led, strengths-based way.

**Project Development*** Maintain and monitor outcomes and impact measures in line with internal and external requirements; provide data, impact stories and other evidence for CPSL Mind’s quarterly impact reports.
* Be aware of – and respond to – local and national initiatives and strategies around Suicide Prevention.
* Actively help to promote the project, CPSL Mind, project stakeholders and mental health in a variety of ways including covering events and representing CPSL Mind at all relevant external strategic meetings.

**Additional duties*** Promotion of CPSL Mind’s other services.
* Undertake all other duties commensurate with the job description.
 |
|  |

|  |
| --- |
| **General Responsibilities** |
| **Equality*** Promote the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
* Ensure equal access to the project, that people are treated with dignity and without discrimination.
 |
| **Quality*** Work within all CPSL Mind’s relevant policies and procedures at all times.
* Implement and monitor training quality assurance systems.
* Comply with quality systems in line with Mind Quality Standards.
* Have due regard for health, safety and security in the workplace and contribute to raising awareness.
 |
| **Service*** Have a clear understanding on CPSL Mind’s projects and services, both in terms of aims and impact.
* Maintain a strengths-based project which recognizes and celebrates the talents and abilities of all individuals involved in the project.
* Take a dynamic approach to risk assessment and mitigation.
* Work collaboratively with individuals and other services as necessary in situations where an individual feels unsafe and escalate as appropriate.
* Maximise the potential for genuine co-production of project delivery wherever possible.
 |
| **People*** Work in ways that reflects CPSL Mind’s values and the principle that ‘every interaction matters’.
* Develop productive working relationships within CPSL Mind, partner organisations commissioners/funders and other stakeholders.
* Identify individual development needs to continually improve performance and knowledge.
* Develop personal skills to improve performance and knowledge.
* Have a positive approach to mental health, wellbeing and tackling mental health related stigma.
 |
| **Performance** * Take a pro-active approach to identifying/developing ways of working that will improve the performance of the suicide prevention project team.
* Work to agreed executive work plans.
* Actively participate in all training relevant to the delivery of this role.
* Participate in regular line management one to ones and annual appraisals.
 |
| **Resources*** Proactively manage limited resources.
* Ensure that equipment and resources are available to achieve service outcomes.
 |
| **Information*** Keep up to date records in relation to project activity and input into our database in a timely way.
* Manage all data in accordance with the provisions of all current Data Protection legislation.
 |

**Person Specification**

**Suicide Prevention Project Worker Migrant Communities**

|  |  |  |
| --- | --- | --- |
| **Experience and Competencies** | **Essential** | **Desirable** |
| A demonstrable understanding of issues affecting migrant communities, ideally including mental health issues | **🗸** |  |
| Awareness of migrant community organisations, networks and social groups operating in Lincolnshire |  | **🗸** |
| Positive approach to mental health, wellbeing and tackling stigma | **🗸** |  |
| Clear understanding of principles of suicide prevention and safety planning (training provided) |  |  |
| Proven ability to build equitable and collaborative relationships  |  | **🗸** |
| Proven ability to work with multiple stakeholders to co-design projects and/or resources | **🗸** |  |
| Strong organisational skills including planning, prioritising and problem – solving to manage competing priorities | **🗸** |  |
| Demonstratable experience of the identification, management and mitigation of risk and escalation issues where required |  | **🗸** |
| Excellent communication skills both written and verbal | **🗸** |  |
| Strong computer literacy skills (emails, presentations, documents, data analysis and reports) | **🗸** |  |
| Experience of updating and maintaining information within data protection legislation |  | **🗸** |
| Ability to work on own initiative to prioritise and work flexibly to meet fluctuating workload | **🗸** |  |
| Demonstratable experience of data collection for evaluation and research purposes |  | **🗸** |
| An understanding of safeguarding principles (training provided) |  | **🗸** |
| Self-aware with ability to manage own wellbeing | **🗸** |  |
| Ability to demonstrate compatibility with CPSL Mind vision, mission and values | **🗸** |  |
| Car owner and full driving licence held |  | **🗸** |