

“Off The Record” Youth Counselling Croydon
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TALK TO US



RECRUITMENT PACK

Mental Health Practitioners **(£30,237 inc OLW)**

Posts are available on full-time or part-time basis

Closing Date for roles – Friday 31st May 2024

Contents

- Overview about Off the Record, the vacant posts and how to apply
- Job Descriptions & Person Specifications for available posts
- Application Form and Equality & Diversity Monitoring Form

Thank you for downloading this application pack and looking at the roles we have available.

This application pack provides the information for the **Mental Health Practitioner** role. These roles are available on a full-time or part-time (min 3 days p.w.) basis. All posts are office based within our buildings in Croydon, Merton or Sutton and are focussed on providing direct mental health support to young people aged 11-25 years. Full details of the roles are given in the job description in this pack.

The application form is at the back of this application pack. Please read the whole pack before completing the form and make sure you refer to the job description when you complete the person specification section of the form.

About Off the Record

Off the Record (OTR) is an award-winning young people's mental health charity offering a range of support services for children and young people across the London Boroughs of Croydon, Sutton and Merton. The charity has been running for almost 30 years delivering our vision of "showing-up for all children and young people's mental health".

We are an outward looking charity with a compelling reputation for delivering professional support services to young people in South London coupled with the motivation to develop new and innovative and cutting-edge responses to mental health needs. At our core is a commitment for strong active engagement with young people and creating support that's relevant, flexible and accessible. Young people need to be at the heart of all our service design and we are committed to making sure young people are able to 'get help now' when they first reach out for it.

Information about all our services can be found on our website: <https://www.talkofftherecord.org/>

About this role

We're currently recruiting full-time or part-time (min. 3 days p.w.) **Mental Health Practitioners** to work directly with young people across our services in Croydon, Merton and Sutton.

Responsibilities include offering a flexible range of short-term and longer-term mental health interventions to children and young people aged 11-25 including individual and group-based support; workshops; crisis support; mental health themed activities. The posts have scope and opportunity for developing new initiatives and ways of working to support young people's mental health across South London.

For all posts you need to have a professional mental health or related qualification (e.g. counselling, psychotherapy, psychology, youth work, social work) alongside an open and flexible attitude; excellent engagement skills and a passion for working with children and young people. All posts are fully office based and will require flexible working across service areas and interventions and will involve some regular evening and/or weekend work to meet the needs of young people.

The full Job Description and Person Specification for these roles are included in this pack.

Working for Off the Record

We have a committed team of around 70 paid staff (many part-time) and our work is funded through a variety of sources including South West London ICB, London Boroughs of Croydon & Sutton, Dept Health & Social Care and the Wimbledon Foundation. Some staff are based in our borough-based services but

increasingly staff are being given opportunities to work in across-borough initiatives such as our new first contact team.

We recognise our staff are our greatest asset and we invest in ensuring staff are supported, trained and managed in their role. Many of our staff have been worked with us for several years including a substantial number who originally started working with us as volunteers or trainees. Staff have access to regular internal and external training opportunities and to staff benefits including a company pension, an EAP and store & event ticket discounts.

Commitment to Equality, Diversity & Inclusion

Off the Record is fully committed to the principles of Equality, Diversity & Inclusion. This commitment is demonstrated through our recruitment processes; our proms and comms; our staff training and development; the development of new and innovative community-based services and the wearing of our rainbow lanyards.

Off the Record's senior management team are responsible for leading, driving and delivering OTR's diversity commitment actively ensuring equality of access and outcomes for all children and young people. OTR is engaged fully in achieving equality of opportunity including ensuring that its workforce understands, complies with and promotes our inclusion policies in their day-to-day work.

Applying for the Posts

This information pack has the Job Descriptions and Person Specifications for the Mental Health Practitioner roles. Application packs for any other available posts are on our website [Careers \(talkofftherecord.org\)](https://talkofftherecord.org)

The application form is at the back of this application pack. Please complete the application form and the equality & diversity monitoring form and return them via email to recruitment@talkofftherecord.org by **Friday 31st May 2024**.

Please only return the application form and diversity monitoring form not the whole application pack.

Decisions about who to invite for interview will be based on how well someone demonstrates they meet the person specification for the specific post, so please make sure you complete the application form fully and accurately, giving evidence of how you meet each point in the person specification and indicating your relevant knowledge, skills and experience. **Please note that CVs will not be considered.**

Email applicants will receive a confirmation of receipt and shortlisted candidates will be contacted as soon as possible after the closing date.

We hope you will be interested in these posts. If you have any further questions please email recruitment@talkofftherecord.org or visit our website for more information about our services.

YOUNG PEOPLE'S MENTAL HEALTH PRACTITIONER

Role Description

- Responsible to:** Service Manager
- Salary:** £30,237 p.a., inclusive of Outer London Weighting
- Annual Leave:** Pro rata of 36 days per annum (inclusive of bank holidays)
- Hours:** Full-time (35 hpw) or part-time (min 21 hpw) including 1-2 regular evening or weekend shifts. Occasional attendance at Saturday meetings (currently 2 times p.a.) for which TOIL will be given
- Location:** Direct work from our Croydon, Merton or Sutton service premises or other in-borough community venues.
Croydon – 72 Queens Road, Croydon CR0 2PR
Merton – Vestry Hall, 336 London Rd, Mitcham CR4 3UD
Sutton – 172 Croydon Road, Beddington CR0 4PG
- Job Summary:** Offering a flexible range of short-term and longer-term mental health interventions to children and young people aged 11-25 including individual and group-based support; workshops; crisis support; mental health themed activities; facilitating peer support. The posts have scope and opportunity for developing new initiatives and ways of working to support young people's mental health across South London.

DUTIES:

1. To offer a range of flexible, compassionate and engaging mental health interventions for young people aged 11-25 including individual support, group work, counselling and psycho-educational work
2. Maintaining a regular caseload including offering first contact/initial meetings; holding/crisis sessions and ongoing support (3-12 sessions) with young people aged 11-25
3. To support the delivery of telephone cover, first contact team and other relevant cross-Charity initiatives
4. To monitor the effectiveness of interventions offered through the routine use of outcome monitoring tools reviewed directly with young people
5. Working with other staff across Off the Record to identify new areas for development, creativity and innovation within our existing services, researching unmet need and developing new responses.

6. To maintain high levels of safeguarding awareness and to respond to risk and safeguarding issues as they arise whilst respecting the young person's autonomy wherever possible.
7. To maintain accurate and up to date records of all work delivered on relevant data systems and to contribute to the monitoring and evaluation of our services
8. To ensure young people's voices are always central to service developments and contributing to young people's participation and engagement activities in the charity
9. Undertaking direct promotion and publicity of the charity's services to young people, communities and professionals
10. To attend regular clinical and line management supervision and to attend other team/charity meetings as appropriate including occasional Saturday meetings/training days
11. To actively implement the charity's equalities and diversity & user engagement policies.
12. Any other tasks, not listed here, but deemed necessary and in the interest of the charity

YOUNG PEOPLE'S MENTAL HEALTH PRACTITIONER

Person Specification

Items marked (E) are considered essential

Qualifications

1. Graduate or Post graduate level Mental Health related qualification e.g. counselling, psychology (post-graduate), MH social work, youth work (E)
2. Registration/Accreditation/eligibility for Professional Accreditation with appropriate professional bodies
3. At least 200 hours direct experience providing mental health support of which at least 100 must be with young people

Experience

4. Experience of working with young people delivering a range of mental health interventions. (E)
5. An understanding of trauma-informed practice and working with trauma and loss (E)
6. Awareness of safeguarding responsibilities and the issues related to delivering services to young people under 16 (E)
7. Experience of facilitating group work and delivering psycho-educational material
8. A working understanding of the principles of equality, diversity and inclusion and a commitment to providing an inclusive, culturally sensitive service (including LGBTQ and neuro-diverse young people and those with disabilities) (E)

Skills and Attitudes

9. Very strong ability to actively engage with a wide range of young people and an understanding of the issues young people face in their lives. (E)
10. Excellent core engagement /interpersonal skills and an ability to work consistently with high levels of empathy, warmth and unconditional positive regard. (E)
11. Flexible attitude including a willingness and ability to offer a range of mental health interventions and to contribute to new initiatives and ways of working (E)
12. Ability to undertake first contact meetings with young people, including risk assessments and to provide flexible mental health interventions, including to young people in crisis (E)
13. Commitment to working collaboratively with young people as full partners in any approach & to supporting user engagement in Off the Record (E)
14. Ability to maintain accurate records and statistics including database entry (E)
15. Ability to maintain professional boundaries whilst responding to complex ethical dilemmas (E)
16. Ability to work as part of a team and to attend and contribute to team and agency meetings (E)



**JOB APPLICATION FORM
PRIVATE AND CONFIDENTIAL**

Please read the information pack before completing this form
CV's will not be considered

Post(s) Applied for:	Mental Health Practitioner	Closing Date:	Midday, Monday 20 th May 2024
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Family name:		First name:	
Address:		Email:	
Home Tel:		Mobile Tel:	

<i>Present Or Most Recent Post</i>	
Name Of Employer:	
Address	
Start Date:	End Date:
Job Title:	
Salary:	
Main Responsibilities:	
Reason For Leaving:	

Period of Notice Required By Employer:

Employment History: In chronological order from most recent
Please include any relevant unpaid work & account for any gaps in employment

Dates From:	To:	Name of employer	Position held/ summary of duties

Any additional training/qualifications relevant to this role:

Dates From:	To:	College/Institution	Qualification/Training attended

Person Specification

Please read the person specification(s) carefully and provide clear evidence of how you meet each of the requirements on the person specification.

You may continue on a maximum of two supplementary sheets.

Anything else to add: Is there anything else that you would like to tell us in connection with your application.

Due to the nature of our work with children, young people and vulnerable adults, all posts within Off the Record are subject to Enhanced Disclosure and Barring Service checks. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff/a volunteer at Off the Record. Previous criminal records will be considered in relation to their relevance to the work/placement applied for, the circumstances of the offence and the length of time elapsed since the offence. If you have any concerns about this part of the application form, please contact the Director at Off the Record.

Rehabilitation of Offenders Act (1974)

Please give details of any unspent convictions, cautions, reprimands or warnings.

Protecting Children & Young Adults

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? If yes please give details:

Additional Information

Have you ever worked for Off the Record before in a paid or voluntary capacity? **YES / NO**
If YES, please give details

Do you need a work permit to take up employment in the U.K.? **YES / NO**

If offered employment you may be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment if required? **YES / NO**

Referees: Please give details of two people that we may contact for references one of whom should be your current or most recent employer.	
Reference 1	Reference 2
Name	Name
Organisation	Organisation
Address	Address
Postcode	Postcode
Contact Tel	Contact Tel
Mobile	Mobile
Email	Email
Relationship to you	Relationship to you

Declaration
<p>I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the General Data Protection Regulations. I undertake to notify the Company immediately of any changes to the above details.</p> <p>Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure and Barring Service.</p> <p>Signed:</p> <p>Printed:</p> <p>Date:</p>

**Return completed Application and Equal Opportunities Monitoring form
by email to: recruitment@talkofftherecord.org**

EQUALITY & DIVERSITY MONITORING FORM

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Off the Record is committed to ensuring that all aspects of its services are accessible to the whole community. In order to monitor the implementation of our equal opportunities policy, all staff, trustees and volunteers are asked to complete the details below. Completion of all or any part of this form is voluntary but we hope that you will feel able to provide the information requested as this is key to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only.

Date of Completion		Application Candidate No. <small>(for office use only)</small>	
Initials		Date of Birth	
Gender <small>(Please tick all that apply)</small>	Female Male Non binary Trans Intersex Please write in _____		
How would you identify yourself in relation to your cultural, ethnic or racial origin? <small>(Please tick any of the boxes below that apply)</small>			
White White British White Irish White Other Mixed White & Black Caribbean White & Black African White & Asian White Other Chinese		Black or Black British Caribbean African Other Asian or Asian British Indian Pakistani Bangladeshi Other Any Other Background	
How would you describe your sexual orientation? (Please tick one)			
Straight Bisexual Gay Lesbian Asexual Pansexual Please write in _____			
Are you registered disabled?	No Yes	Registration Number	
If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?			