**RECRUITMENT PACK**

**Senior Mental Health Practitioners**

**(£37,007 pro rata inc OLW)**

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

**Closing Date for roles – Midday Tuesday 22nd October 2024**

# **Contents**

* Overview about Off the Record, the vacant posts and how to apply
* Job Description & Person Specification 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 **Senior Mental Health Practitioner** role. Due to recent expansion and restructuring of our charity’s senior management structure, we have several new vacancies within our services supporting young people in Croydon, Sutton and Merton, we are currently recruiting for multiple posts which are available on a full-time or half-time basis.

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. Please provide evidence that you meet the person specification.

Off the Record 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 is currently celebrating its 30th anniversary with the aim of “showing up for all young people’s mental health in South West London”. South West London is a vibrant and diverse area and we’re keen to ensure our staff team reflects our local communities. In 2019 our mental health work was recognised with a national GSK Impact Award.

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

**Our Current Vacancies**

We are an outward looking charity with a strong reputation for delivering professional support services to young people in South West London coupled with the motivation to develop new and innovative responses to young people’s mental health needs. This was particularly tested when the Covid pandemic forced us to quickly pivot all our provision to remote working. However, we met the challenge, training staff in new ways of working and integrating new offers that have now become part of our ongoing work supporting children and young people’s mental health.

Post-pandemic, the well-documented rise in mental health needs amongst young people has resulted in unprecedented levels of demand for our services. Nationally, the need to modernise and transform mental health services alongside the need to increase service capacity has been recognised and, as a result, we have expanded our staff team and broadened the range of mental health interventions we offer to young people. At our core is a commitment to 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’re committed to making sure young people are able to ‘get help now’ when they first reach out for it, at the point of need rather than availability.

We’re currently recruiting Senior Mental Health Practitioners across our 3 London boroughs of Croydon, Merton and Sutton. For all posts you need to have a mental health qualification and at least two years' experience of working with young people. We are also looking for people with an open and flexible attitude; excellent engagement skills and a passion for working with children and young people around mental health.

All of our Senior Practitioner posts involve direct therapeutic work with young people; supporting less experienced staff and deputising for service managers. Each post also has a specialist focus: First Contact Service (initial assessment, time-limited goal focussed 1 to 1 interventions), Outreach Service (mental health support in the community, raising awareness of Off the Record, BAME Community Development Work), Sutton, and Merton Counselling Services (time-limited counselling interventions 1 to 1 or in groups settings and some maintenance therapeutic groups), Young Refugee Service supporting young refugees in Croydon.

**Please indicate on your application if you are particularly interested in one of these specialisms.**

Posts are available on a full-time or part-time basis (minimum 3 days per week) and will be based in our buildings in Croydon, Sutton or Merton. All posts will require working across service areas and interventions and will involve weekly late evening and/or weekend work to meet the needs of young people.

**Working for Off the Record**

We have a committed team of around 70 paid staff and our work is funded through a variety of sources including South West London ICB, London Boroughs of Croydon & Sutton and the Wimbledon Foundation. Some staff are based in our borough-based services but increasingly staff are being given opportunities to work in across initiatives such as our 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 worked with us for several years including a substantial number who originally began 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 (Employee Assistance Programme) and shopping & 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, the design of all our offices 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 Description and Person Specification for the Senior Mental Health Practitioner roles. Information about any other available posts are on our website [Careers (talkofftherecord.org)](https://www.talkofftherecord.org/get-involved/careers/)

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](mailto:recruitment@talkofftherecord.org) **by midday on Tuesday 22nd October 2024**.

Please clearly indicate on the form which post(s) you are applying for and whether you are interested in full-time or part-time work.

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

Decisions about who to invite for interview will be based on how well someone demonstrates that 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 after the closing date.

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

**SENIOR MENTAL HEALTH PRACTITIONER**

### Role Description

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| **Responsible to:** | Service Manager |
| **Salary:** | £37,007 p.a. pro rata, inclusive of Outer London Weighting |
| **Hours:** | Full-time (35 h.p.w) or part-time (min 21 h.p.w.) including regular late evening or weekend shifts. Mandatory attendance at two Saturday charity days per year for which TOIL will be given. |
| **Annual Leave:** | Your annual holiday entitlement in any holiday year is 28 days plus bank holidays (normally 7/8 days per year depending on the calendar). This is pro-rata for part time staff. |
| **Location:** | Working directly from our Croydon, Merton or Sutton service premises or other in-borough community venues or schools.  Croydon – 72 Queens Road, Croydon CR0 2PR or Portland Hs, 678 London Rd, Croydon CR7 7HU  Merton – Vestry Hall, 336 London Rd, Mitcham CR4 3UD  Sutton – 172 Croydon Road, Beddington CR0 4PG |
| **Job Summary:** | Senior Practitioners are based within all our services and carry a caseload delivering direct mental health support to children and young people alongside acting as a deputy to the relevant service manager and supporting volunteers. These posts offer an excellent opportunity to continue direct work with young people alongside developing management and supervision experience in a supportive mental health setting.  We are currently recruiting for Senior Practitioners to hold a specialist focus in one of the following areas:   * Refugee service – with direct experience of supporting young refugees and/or working with trauma * Borough-based service, including First Contact Team – with experience of multi-agency networking and working with other professionals * Young Carers Service * Community Team – community development worker |

**KEY RESPONSIBILITIES:**

1. Supporting and contributing to the delivery of a range of flexible, compassionate and engaging mental health interventions for children and young people (primarily aged 11-25) including individual support, group work, counselling and psycho-educational work
2. Maintaining a small caseload including offering first contact/initial meetings; holding/crisis sessions and some ongoing support (3-12 sessions), facilitating wellbeing and therapeutic groups
3. To support the delivery of telephone cover, first contact team and other relevant cross-charity initiatives
4. Working collaboratively with young people as full partners in any approach and contributing to young people’s participation and engagement activities in the charity
5. Deputising for the service manager and supporting the overall delivery of one of our borough-based services
6. Assisting with the recruitment, support and supervision of trainee practitioners
7. Providing support, consultation, reflective practice groups and clinical supervision for staff delivering mental health support both within and outside Off the Record
8. Contribute to the organisation and delivery of on-going training for Off the Record staff/volunteers through team meetings and training days particularly in relation to your specialist area
9. Working with other staff across Off the Record to identify new areas for development and innovation within our services, researching unmet need and developing new responses.
10. Remaining abreast of developments in children and young people’s mental health and encouraging discussion around innovative practice and policy development
11. Assisting with ensuring service delivery and practice is in accordance with appropriate ethical and quality frameworks e.g. CYP IAPT, BACP, Youth Access
12. Assisting with the formulation, writing and review of key service policy and procedural documents and ensuring that internal processes and practices are adhered to and meet the needs of young people accessing the service.
13. Maintaining high levels of safeguarding awareness and supporting staff with responding to risk and safeguarding issues as they arise including providing safeguarding cover on a rota basis
14. Contributing to the monitoring and evaluation of our services
15. Undertaking direct promotion and publicity of the charity’s services to young people and networking and liaising with other voluntary and statutory counselling and mental health agencies
16. To attend regular clinical and line management supervision and to attend other team/charity meetings as appropriate including occasional Saturday meetings/training days
17. Actively implementing the charity’s Equality and Diversity Policy
18. Any other tasks, not listed here, but deemed necessary and in the interest of the charity

**SENIOR MENTAL HEALTH PRACTITIONER**

### Person Specification

Items marked (E) are considered essential

**Qualifications**

1. Recognised Mental Health related qualification e.g. counselling, CBT, psychology (postgraduate) or equivalent qualification (E)
2. Registration/accreditation/eligibility for Professional Accreditation with appropriate professional bodies (D)
3. At least 1000 hours clinical experience of which at least 500 must be with children/young people (D)

**Experience**

1. At least 2 years' experience of working in a young people’s mental health setting delivering a range of mental health interventions (E)
2. Experience of offering direction to other staff and understanding of management boundaries and how to hold them (E)
3. Awareness of safeguarding responsibilities and the issues related to delivering services to young people under 16 (E)
4. Experience of using routine outcome measure in clinical practice and of monitoring and evaluating pieces of work (E)
5. Experience of facilitating group work and delivering psycho-educational material (D)
6. A working understanding of the principles of equality & diversity and a commitment to providing an inclusive, culturally sensitive service (E)
7. Knowledge of the BACP ethical framework and how to implement it within the workplace (E)
8. Training and/or experience in one of the specialisms identified in the job description (E)

**Skills and Attitudes**

1. Very strong ability to actively engage with a wide range of young people and an understanding of the issues and discrimination that young people face in their lives (E)
2. Ability to maintain professional boundaries whilst responding to complex ethical dilemmas (E)
3. Excellent core engagement/mental health skills and an ability to work consistently with high levels of empathy, warmth and unconditional positive regard (E)
4. Excellent communication with colleagues, partner organisations and other professionals (E)
5. Commitment to ensuring young people's voices are central in all service delivery and development and to supporting young people’s engagement in OTR (E)
6. 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)
7. Ability to undertake first meetings with young people, including risk assessments and to provide flexible, mental health interventions including to young people in crisis (E)
8. Strong IT skills and the ability to maintain accurate records and statistics including database entry (E)
9. The ability to deliver training workshops and write policy and process documents as required (D)
10. Ability to work autonomously and 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**

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| **Post(s) Applied for**:  (please tick specialism, you are welcome to apply for more than one) | **Senior Mental Health Practitioner**     |  |  | | --- | --- | | Specialism: |  | | Refugee service |  | | Borough-based counselling services and First Contact |  | | Young Carers Service |  | | Community Team |  | | **Closing Date**: | Midday Tuesday 22nd October 2024 |
| **Hours:** | Are you interested in:   |  |  | | --- | --- | | Full-time |  | | Part-time |  | | Both |  | | Regular Saturday work |  | |

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| **Family name:** |  | **First name:** |  |
| **Address:** |  | **Email:** |  |
| **Home Tel:** |  | **Mobile Tel:** |  |

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| **Present Or Most Recent Post** | |
| **Name Of Employer:**  **Address** | |
| **Start Date:** | **End Date:** |
| **Job Title:**  **Salary:**  **Main Responsibilities:**  **Reason For Leaving:**  **Period of Notice Required By Employer:** | |

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| **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** |
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| **Higher Education and Professional Training including Counselling Training, other Professional Education or Membership of Professional Associations e.g. BACP:** | | | |
| **Dates**  **From:** | **To:** | **College/Institution** | **Qualification/Training attended** |
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| **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.  ***Please make sure that you have indicated any relevant experience/interest in one or more of the outlined specialisms (Refugee service, Borough-based services including First Contact Team, Young Carers Service, Community Team)***  *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. |

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| 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 recordswill 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 warmings. |
| **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:* |

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| **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 |

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| **Declaration** |
| 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.  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.  Signed:  Printed:  Date: |

**Return completed Application and Equal Opportunities Monitoring form**

**by email to:** [**recruitment@talkofftherecord.org**](mailto:recruitment@talkofftherecord.org)

EQUALITY & DIVERSITY MONITORING FORM

**PRIVATE AND CONFIDENTIAL**

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.

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| **Date of Completion** |  | **Application Candidate No**  (for office use only) |  |

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| **Initials** |  | | **Date of Birth** | |  | |
| **Gender**  **(Please tick all that apply)** | Female  Male  Non binary  Trans Other  Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
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| **How would you identify yourself in relation to your cultural, ethnic or racial origin?**  **(Please tick any of the boxes below that apply)** | | | | | | |
| ***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 here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **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?** | | | | | | |
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