

|  |
| --- |
| **Wellbeing Advisor**  **(Full time)**  **GENERAL INFORMATION** |

# **Contents**

* Covering letter
* Information regarding the application process and the structure of the interview
* Project Background
* Job Description
* Person Specification
* Application Form

|  |
| --- |
| BME logo 2013-2  Croydon BME Forum  56a Mitcham Road,  Croydon  CR0 3RG Email: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org) |

Dear Applicant,

Thank you for your interest in the above post of **Wellbeing Advisor.**

Please find enclosed an application pack, which should be completed and returned by email or post to the address above **no later than 5pm Friday 26th May 2023.**

Kindly ensure you allow adequate time for your email to arrive in my inbox by 5pm at the latest as it will not be possible to accept applications after the 5pm deadline.

If you have any queries about the post, you are welcome to contact me on the number or email below.

We look forward to receiving your completed application form.

|  |
| --- |
| **Wellbeing Advisor**  **Application Information** |

##### CLOSING DATE

# The closing date for return of completed applications is **5pm Friday 26th May 2023.**

# Your application should be returned by email to: [recruitment@bmeforum.org](mailto:recruitment@bmeforum.org)

# **RETURN OF APPLICATION**

If you would like to be considered for these posts, please apply by sending the following:

* Completed Application Form.

To avoid any delay in your application being processed, please ensure you have signed the Application Form (Section G: Declaration). If you are not able to sign the form electronically, we will accept your email as provisional signature, but we will require you to sign the form when you attend the interview and provide proof of your signature.

##### Acknowledgement of Applications

We will acknowledge receipt of your application. Following this, if you do not hear from us within 2 weeks after the closing date, please assume you have not been successful.

**Interview Details**

Please note there will be two parts to the interview process:

1. **A Presentation**: we would like you do a 10-minute PowerPoint presentation at the start of the interview. The subject for the presentation will be given to you if you are invited to interview.
2. **Face to face interview:** by a panel comprising 3 people: The Chief Executive of Croydon BME Forum, and two others members. We expect this part of the interview to last for 45 minutes.

The interviews will be held at 56a Mitcham Road, Croydon CR0 3RG on **Wednesday 31st May 2023**.

##### Interview Documentation

Candidates invited to interview will be required to provide proof of eligibility for employment (for example a document which confirms your NI number).

**Applicant Details**

Insert all the relevant information including any contact details.

**Qualifications and Training**  
Include all your qualifications, training and memberships of any professional or trade body in this section.

**Employment History**

Please include details of your current / most recent employment, plus full previous employment history. Please account for any gaps in your employment history.

###### Absence from Work

Include all absences from work due to sickness in this section.

###### Experience and Skills

Take each of the requirements on the person specification and, in the order that they are given, describe how you meet the requirement based on your knowledge, experience or skills (and attitudes). Do not give too much detail but make sure you fully address the requirement. You may wish to draw on experience from paid or voluntary work or personal experience.

**The person specification plays an essential part in all stages of the selection process. It determines whether you will be short-listed for an interview, and it acts as the basis for the interview itself.**

We will be looking for evidence that you meet requirements for the job. The candidates who meet the essential criteria and have the closest match to the overall requirements will be short-listed for interview.

###### Criminal Records Bureau & Rehabilitation of Offenders Act 1974

This post may involve direct contact with children and/or vulnerable adults; therefore, you will be required to complete a Criminal Records Bureau disclosure form before we can confirm your employment and start date. For the purposes of this check, you will be required to disclose all convictions including those that may otherwise be considered ‘spent’ under the terms of the Rehabilitation of Offenders Act 1974. Please note that the receipt of a form showing previous convictions/cautions /warnings will not automatically exclude someone from becoming a member of staff at Croydon BME Forum. Previous criminal recordswill be considered in relation to their relevance to the work applied for, the circumstances of the offence and the length of time elapsed since the offence.

###### References

Croydon BME Forum is required to contact your present or most recent employer to obtain references before we can confirm your employment and start date and will take up references for a full 2-year period prior to your employment.

|  |
| --- |
| **Project Background** |

**Wellbeing Advisor**

This role was conceived after identifying a considerable demand for one-to-one support based at the Croydon BME Forum. It became clear that our Black and Minority Ethnic (BME) members, as well as the wider BME community, require access to dedicated support in a reachable area. Currently, our workforce cannot adequately meet this demand due to focus on specified projects, initiatives, and primary care settings.

One of the Wellbeing Advisors’ priorities will be to respond to referrals from mental health services and the general public. They will then schedule regular appointments with these referred individuals to establish what type of support they require and make suitable arrangements to address these needs. Further, the Wellbeing Advisor will also host and organise drop-in sessions (e.g., at the Wellness Centre), where BME individuals can get more information on various topics related to their wellbeing (e.g., housing advice, employment, education).

The Wellbeing Advisor will deliver or host around 80 interactive sessions per year, touching on mental health issues that disproportionately affect BME communities. Racial trauma, psychosis, suicide, and drug dependency (addiction) are just a few of the topics that will be addressed. They will also organise events for BME-specific obstacles leading to poor mental health. Thus, the impact of discrimination, treatment in the criminal justice system and immigration will also be topics covered within these interactive workshops.

To improve engagement, the Wellbeing Advisor will organise culturally influenced ‘edutainment’ (e.g., short films, comedy, role-playing) to attract those who may not respond to formal, presentation-style sessions. Further, the Wellbeing Advisor will encourage participation in mental health research and promote mental health further education. They will be particularly focussed on improving the BME experience within mental health services. These steps will ensure People of Colour (POC) are consistently represented, considered, and treated fairly in the mental health sphere. Thus, common barriers faced by minorities in accessing mental health services can be minimalised.

Primarily, the Wellbeing Advisor will act as a culturally aware consultant and provide helpful insight into the varied support services catered towards POC. Further, this role will be outcomes-focussed. Equality Monitoring Forms and surveys will be distributed to their client base and interactive-event attendees. This information can determine if the role has targeted the groups intended, and whether support has been sufficient in addressing individual needs. Any gaps in provision can then be addressed and altered, where necessary. The outcome data collected can also be used to inform future, similar initiatives.

|  |
| --- |
| **Wellbeing Advisor** |
| **Job Description** |

**JOB TITLE:** Wellbeing Advisor

**LOCATION:** Croydon BME Forum, 56a Mitcham Road, Croydon CR0 3RG

Wellness Centre, Whitgift Centre, First Floor, Unit 1040

**REPORTING TO:** The Chief Executive of Croydon BME Forum

**SALARY:** £28,560 per annum FTE

**HOURS:** 37.5 hours a week

**CONTRACT:** 12 month fixed-term contract

Monday – Friday, one Saturday drop-in per month

**Main responsibilities and key tasks:**

* The Wellness team is comprised of x2 wellbeing advisors and a Lead wellbeing advisor to work in partnership with the Croydon Health and Wellbeing Space, Mind in Croydon, EMHIP, and community groups and hubs to provide support for people from the Black and minority ethnic communities who reach out from the public and who are referred to us by external organisations.
* Must be able to do work one Saturday per month for a drop-in service.
* One wellbeing advisor will specialise in Employment and Education, the other will specialise in Benefits and Housing. Both wellbeing advisors will have the ability to provide mental health support to underpin their specialism.
* Manage a caseload of services users by providing mental health support with a holistic care plan that entails physical health, mental health, employment, education, housing and benefits and social activities.
* Have six sessions with the individual to identify their needs, and evaluate which intervention is beneficial and determine helpfulness of agencies and services while encouraging independence using a holistic plan.
* Assist in completing PiP, pensions and disability allowance forms, and provide knowledge of housing associations and the local authority.
* Provide knowledge of the local colleges, universities, employment coaches and business start-ups to refer to clients.
* Provide knowledge of mental health and therapeutic services available to people in the community.
* Signpost to relevant agencies/services tailored to their individual needs
* Attend 1:1 meetings and group supervision with the Lead wellbeing advisor on a monthly basis.
* Attend quarterly meetings with the Croydon Health and Wellbeing Space and Mind in Croydon with the wellbeing advisors and Lead wellbeing advisor to discuss updates on the referral pathway
* Build strong relationships with – and develop own database of – agencies, organisations, businesses, and education establishments that can provide:
* Social services that are catered towards Black and minority ethnic (BME) communities
* Resources for a (mental health-related) creative, cultural, and interactive event
* Therapeutic services such as counselling services, holistic services and support services
* Work with the Wellness team to create a programme of workshop and events that include one in-person and one zoom session per month about mental health and wellbeing that are culturally specific to BME communities who may be less willing to engage with formal services.
* Engage with 40 people in the community per year and record activities and outcomes
* Attend relevant training for your personal and professional development.

***In addition to the tasks and duties outlined in this job description, to undertake such duties as may be identified and which are generally compatible with the functions of the post.***

|  |  |  |
| --- | --- | --- |
| **Skills and capabilities:** | **Essential** | **Desirable** |
| * Strong written and verbal communication skills * Good report writing and presentation skills * IT literate (proficiency in Microsoft Office suite) * Ability to work flexibly, with some evening and weekend work as required * Ability to build effective, working relationships with service-users and professionals from varied disciplines * Strong organisational skills: ability to effectively manage time and complete tasks * Ability to work inclusively and value diverse backgrounds and cultural contexts | E  E  E  E  E  E  E |  |
| **Personal attributes and approach:** |  |  |
| * Empathetic and understanding towards service-users * Motivated and enthusiastic in role, looking to create lasting change * Comfortable in attending supervision sessions and further training workshops * Strong understanding, acceptance, and appreciation for BME communities | E  E  E  E |  |
| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Qualifications:** |  |  |
| * Relevant degree or equivalent qualification in Psychology or other mental health-related field * Certified training in Mental Health First Aid (MHFA England), or willingness to attend training | E  E |  |
| **Experience**: |  |  |
| * Experience of working with service-users within a mental health or social care setting * Basic knowledge of common mental health disorders and their symptoms * Experience and knowledge of the housing and benefits sectors including completing forms * Experience and knowledge of support services in the area * Working knowledge and experience of adapting a ‘holistic approach’ when supporting service-users * Experience of developing relationships, and working, with professionals from a range of disciplines * Experience of working with, and knowledge of, local services and initiatives that provide mental health support for diverse populations * Experience of working (or living) within a diverse community, with a strong understanding of the cultural contexts related to mental health and wellbeing * Experience of hosting and organising online or in person events/workshops/informative sessions * Experience of creating and/or managing professional databases and records * Experience of maintaining confidentiality, securely storing data, and adhering to the principles under the Data Protection Act 2018 | E  E  E  E  E  E  E  E | D  D  D |

**Person Specifications**

|  |
| --- |
| **CROYDON BME FORUM**  **APPLICATION FORM**  Please answer all questions clearly and, if not typed, in black ink as this form will be photocopied. You are assured that all details on this form will be treated in strictest confidence. Please do not send CVs. |

|  |
| --- |
| Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SECTION A: PERSONAL DETAILS**  Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Names:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone (daytime):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **SECTION B: EMPLOYMENT**  Please tell us about your employment history starting with your current or most recent employment | |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |
| Current or most recent pay |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address |  |
| Summary of Duties |  |
| Period of Employment |  |
| Reason for Leaving |  |

Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION C: EDUCATION, QUALIFICATIONS AND TRAINING** | | | |
| **Education** | | | |
| Dates | | School / College / University attended | Qualifications Obtained  (Please state name of examining board) |
| From: | To: |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Qualifications** | | | |
| Dates | | Qualifications  (Please state name of examining board) | Course Details |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Relevant Training**  (Please list dates, examining or organising board) |
|  |

|  |
| --- |
| **SECTION D: KNOWLEDGE & EXPERIENCE / SKILLS & ABILITIES**  Please tell us why you think you are suitable for this post. Applicants should refer to the job description and person specification for this post before completing this section. Please provide as much information regarding your skills, knowledge and experience to enable us to assess your suitability for the post. Only applicants who meet all the essential criteria will be shortlisted. (Please continue on a separate sheet if necessary) |
|  |

|  |
| --- |
| **SECTION E: OTHER DETAILS** |
| **Convictions**  Please give details of any convictions that you have including those that would otherwise be considered ‘spent’ under the Rehabilitation Offenders Act 1974 |
|  |
|  |
| **Transport** |
| Do you have a current driver’s licence? Yes No |
| **Conflict of Interest** |
| Do you have any business and/or interest that might conflict with the duties of this post?  If yes, pls give details |

|  |  |
| --- | --- |
| **SECTION E: REFERENCES**  We will take up employment references from your current or most recent employer. Please provide the employer’s name and address, and the name of the person authorized to give the reference. Please also give the name and address of another person willing to provide a reference. This could be another employer or someone who knows you very well. Please note that references from friends or relatives will not be accepted. | |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are shortlisted, we would like to approach referees before your interview. Please indicate below whether or not we may write to referees prior to interview:  Referee 1: YES / NO Referee 2: YES / NO | |

|  |
| --- |
| **SECTION G: 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 Organisation, in compliance with data protection legislation and as set out in the Organisation’s Applicant Privacy Notice. I undertake to notify the Organisation immediately of any changes to the above details.  SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |