**MAIN PURPOSE**

To assist in the general day to day running of the service, with a particular focus on digital technology and IT.

**TERMS & CONDITIONS**

***Contract Type***

This is afixed term contract until 31st March 2022

**Salary**

This salary is equivalent to PSS Fixed point 27.

**Hours**

15 hours per week. Hours can be flexible but Tuesday working is essential

**Location**

PSS Umbrella Centre 111 Mount Pleasant Liverpool L35TF

**Annual Leave**

25 days pro rata per annum. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

**Pensions**

PSS operates an Occupational Pension Scheme with the Pensions Trust.

**Conditions of Service**

Offers of employment are made subject to the following conditions: a) Completion of medical questionnaire

1. Receipt of two satisfactory references, including one reference from a current or most recent employer.
2. Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.

**KEY RESPONSIBILITIES**

* To assist in the planning and facilitation of groups for the people we support
* To lead on ways to digitally enable the people we support
* To undertake Wellbeing Plan Assessments and to provide support and guidance to enable people to meet their goals and aspirations
* To operate and maintain the client management system, facilitate efficient procedures, record keeping and information sharing
* To assist the Service Manager with quarterly monitoring reports.
* To work in collaboration and consultation with other PSS projects and external providers to explore service development initiatives and funding opportunities.
* Work proactively as a part of the service team to maximise efficient and effective use of resources
* Maintain standards of confidentiality at all times.

**ADDITIONAL DUTIES**

1. To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.
2. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

# JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

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| **Requirement**  | **Essential**  | **Assess from:**  |
|  | E= Essential D = Desirable  | A = application I = interview R = references E = exercise/practical C = Copy of certificates  |
| **Attitude**  |   |   |
| Commitment to, and demonstration of, organisational behaviours and values  | E  | I  |
| Self starter able to work on own or collaboratively as part of a team  | E  | A,I  |
| Excellent team worker and flexible approach with the belief that nothing is too much trouble  | E  | I  |
| A passion for customer service, with commitment to equality and diversity  | E  | A,I  |
| Strives for continuous improvement and development of self, professional knowledge and service delivery  | E  | I  |
| **Knowledge**  |   |   |
| Preventative Mental Health approaches | E  | I  |
| Digital technology and social media | E  | A, I  |
| Working with Information Systems and IT  | E  | I  |
| **Skills**  |   |   |
| Enhanced digital technology and IT skills | E | A,I |
| Groupwork facilitation skills | E  | A,I,E  |
| Organisational skills, including the ability to collate monitoring and other data/information  | E  | A,I  |
| Oral and written communication skills, including the ability to liaise effectively with internal and external contacts  | E  | A,I  |
| **Experience**  |   |   |
| Supporting people experiencing mental health challenges | E | A,I |
| Team Working  | E  | A,I  |
| Of MS Office packages, including, Excel | E  | A, I  |
| **Qualifications and training**  |   |   |
| Have a Mental Health or Social Care Qualification | E  | A  |
| Have or willingness to work towards an IT qualification  | D  | A  |