

# Person Specification: Wellbeing Hub Co-ordinator (Mold)

(A) = will be assessed on the application form (B) = will be assessed at interview

Criteria	Essential	Desirable
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of QFC Level 3 in health or social care or equivalent(A)</li> <li>• Evidence of ongoing Continuing Professional Development with relevance to this post. (A)</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two-year’s experience of using social care or therapeutic skills working face to face with the public. (A &amp; B)</li> <li>• At least 12 months experience of working in a mental health or wellbeing setting (A &amp; B)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a volunteer or working for a voluntary organisation (A &amp; B)</li> <li>• Experience/understanding of the effects of living with mental distress – either personal or supporting someone else (B)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent team working skills and the ability to work well as part of a diverse and dispersed team (A &amp; B)</li> <li>• Project management skills, with a track record of delivering excellent performance against target and deadlines (A &amp; B)</li> <li>• Excellent relationship management skills, including internal and external stakeholders (A &amp; B)</li> <li>• Excellent listening and interpersonal skills and the ability to communicate well with a wide range of people (B)</li> <li>• Effective written communication skills (A)</li> </ul>	

<p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>• Independently manage own case load (A &amp; B)</li> <li>• Conduct client assessments/reviews and to work ethically, safely and effectively with a range of client issues (A &amp; B)</li> <li>• Conduct client risk assessments and identify safeguarding risks (A &amp; B)</li> <li>• Ability to remain calm and deal sensitively with distress, unpredictability, and conflict (B)</li> <li>• Prioritise and manage time and resources (B)</li> <li>• Co-deliver group activities (A)</li> <li>• Use basic IT applications, including for the administration and monitoring of services (A)</li> <li>• Manage professional boundaries (B)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate in spoken Welsh (B)</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• A working knowledge of the mental health support system in Wales (B)</li> <li>• A working knowledge of common mental health problems and potential issues that people may bring (B)</li> <li>• An understanding of health and safety and risk management issues and procedures in a social care setting (A &amp; B)</li> <li>• A working knowledge of child and adult safeguarding (B)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of mental health and community support services/organisations in Flintshire (A &amp; B)</li> </ul>
<p><b>Personal qualities &amp; value systems</b></p> <ul style="list-style-type: none"> <li>• A person centred approach with non-judgemental attitude (B)</li> <li>• Committed to promoting social inclusion and challenging discrimination, with a good knowledge of equality issues. (B)</li> <li>• A self-starter with creativity, initiative, enthusiasm, flexibility and resilience (B)</li> <li>• Positive about working as part of a multi-agency team (B)</li> <li>• Values and respects clients and maintains confidentiality (B)</li> <li>• Able and willing to embrace Mind’s mission, values, policies and procedures(B)</li> </ul>	

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**Other**

- Must hold a current full driving licence valid in the UK with access to a suitable vehicle or be able to organise suitable alternative travel arrangements to ensure travel between sites. (A)
  - This post will involve a regular rota of Saturday work and the occasional weekend or evening. (B)
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