



Project Consultant Assistant

Fulfilling Lives South East Multiple and Complex Needs Project



Person Specification

Ref: 903

Project Consultant Assistant – Eastbourne - 18 months Fixed Term Contract

This post requires that the post holder has the following skills and experience to fulfil the job description. Please address yourself to the points marked * and explain clearly how your experience and knowledge meets each of these requirements.

Experience

- * 1 Lived experience of at least two of the following: mental ill health, alcohol/substance misuse, offending behaviour or homelessness.
- * 2 Experience of using services in at least one of the following areas: mental health services, alcohol/substance misuse services, offending services, homelessness services.
- * 3 Experience being a representative for service users' views or experience as a group facilitator or Peer Mentor.

Ability/Skills/Knowledge/Attitudes

- * 4 Knowledge of local agencies (depending on whether applying for Brighton & Hove, Eastbourne or Hastings) that provide services to people with multiple and complex needs.
- 5 Good communication skills (both oral and written).
- 6 Good interpersonal and listening skills. Ability to listen to others and to ensure their views are represented.
- * 7 Able to use IT, competent using internet, email and word applications and willing to develop skills in this area.
- * 8 Ability to work well as part of a team and also on your own initiative.
- 9 Ability to work in a group setting.
- * 10 Ability to communicate with members of the team as well as workers in other agencies in a professional and appropriate manner.

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- * 11 Ability to communicate with service users in a professional manner as well as being empathetic and sensitive.

 - 12 Ability to evaluate, scrutinise information and be objective.

 - 13 Able to use a problem solving approach.

 - * 14 Good organisational skills (ability to plan, organise your workload, good time keeping).

 - 15 Ability to use line management supervision effectively.

 - 16 Ability to talk in front of an audience.

 - * 17 Passionate about representing service users' views and improving services received by people with complex needs.

 - * 18 Empathy with people with complex support needs.

 - 19 Commitment to Equality and Diversity.

 - * 20 Commitment to personal development.
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