



# 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.
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- 12 Ability to evaluate, scrutinise information and be objective.
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- 13 Able to use a problem solving approach.
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- \* 14 Good organisational skills (ability to plan, organise your workload, good time keeping).
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- 15 Ability to use line management supervision effectively.
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- 16 Ability to talk in front of an audience.
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- \* 17 Passionate about representing service users' views and improving services received by people with complex needs.
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- \* 18 Empathy with people with complex support needs.
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- 19 Commitment to Equality and Diversity.
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- \* 20 Commitment to personal development.
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