

## Person Specification

This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk \*. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

(D) denotes Desirable Experience

**Application forms without this completed section will not be accepted.**

### Essential Experience:

*	1.	Experience of working with individuals with complex needs including (but not restricted to) mental health issues, substance/alcohol misuse, homelessness, and offending.
*	2.	Experience of supporting people to prepare for training or work opportunities
	3.	Experience of implementing and developing office systems and procedures, including keeping accurate records.
*	4.	Experience of networking and promoting services to external organisations, building professional relationships and collaborative opportunities.
	5.	Lived experience within your area of expertise (e.g. addiction, mental ill health, homelessness) and confidence to use this in a way that supports the recovery of others. (D)

### Skills / Ability / Knowledge:

	6.	Ability to self-motivate and manage workload, prioritising tasks in accordance with client needs and duties.
*	7.	Ability to relate well to a wide range of people using good communication and interpersonal skills.
*	8.	Ability to translate outcomes into evidence to report on performance indicators and to feed into project reviews.
	9.	Computer literate with a working knowledge of databases and Microsoft Office programmes including Word, Outlook and Excel.
	10.	Ability to collect and collate data and to keep accurate records.
	11.	Ability to liaise positively with other internal and external services.
	12.	Ability to work under pressure and to remain calm and tactful.
	13.	Working knowledge of GDPR regulations.

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*	14.	Understanding of the issues surrounding mental health and complex needs in the workplace, and the ability to support and manage these appropriately.
	15.	Ability to demonstrate commitment and practice to BHT Sussex 5 key values: Accountability; Empowerment; Collaboration; Inspiring Change; Delivering Excellence.

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**Other**

	16.	Willingness to undertake regular supervisions and appraisals, to openly discuss feedback, development and future opportunities.
	17.	A commitment to Equality, Diversity and Inclusion.

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