



New Horizons Mental Health

Activity Co-ordinator post Person Specification

1. Experience

- 1.1 Experience of the working of a mental health resource centre or similar project from the perspective of being a staff member, volunteer or service user.
- 1.2 Experience of understanding the support needs of people experiencing mental health issues.
- 1.3 Experience of working with disadvantaged groups of individuals in an empowering manner.
- 1.4 Experience of developing, planning, co-ordinating and facilitating a wide variety of self development training opportunities and activities.

2. Knowledge

- 2.1 Knowledge of statutory and voluntary sector services in Cwm Taf and the support structures for people with mental health or emotional wellbeing issues.
- 2.2 Understanding the importance of boundaries when working with people
- 2.3 Understanding of the need for monitoring & evaluation

3. Skills

- 3.1 The ability to communicate clearly to a wide range of people - verbally, in writing and by using IT.
- 3.2 The ability to prioritise your workload and organise your time effectively.
- 3.3 The ability to work with people in distress or in crisis.
- 3.4 Interpersonal skills
- 3.5 Basic literacy and numeracy skills

4. Attitudes

- 4.1 A commitment to service user involvement
- 4.2 An understanding of the importance of support and supervision
- 4.4 An ability to manage your own time, to work independently and be part of a team
- 4.5 A non-judgmental approach to people
- 4.6 Be enthusiastic, dynamic and proactive
- 4.7 An ability to remain calm under pressure