**Covering Document: Suicide Bereavement Team Leader**

**To be considered for the post above, please complete this document in full and submit it with an up-to-date C.V. containing full contact details.**

1. Name:
2. Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes/ No (please delete as appropriate)

1. Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974?

Yes/ No (please delete as appropriate)

If yes, please give details / dates of offence(s) and sentence.

1. Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes/ No (please delete as appropriate)

1. Are you related to or do you have a close personal relationship with an employee(s), volunteers or Executive member of Listening Ear?

Yes/ No (please delete as appropriate)

If so, please state their name, job title and your relationship to them.

1. The Equality Act defines disability as ‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities’. Do you consider yourself to have a disability?

Yes/No/I do not wish to disclose

If yes, please give brief details of any adjustments you may require to enable you to attend and participate in an interview.

Please give details of any other special requirements we may need to be aware of in order to facilitate your attendance at an interview.

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| --- | --- | --- |
| **Person Specification** | **Essential/ Desirable Criteria** | **Please write a short statement below which evidences how you meet each criteria (if applicable to you). For any that don’t apply to you, please write N/A (for not applicable).** |
| Qualification in Community work/Social Work/Psychotherapy/Counselling | E |  |
| 3-years post qualification experience supporting vulnerable people with complex needs on a 1:1 basis, in a person-centred and coproduced manner | E |  |
| Professional relevant accreditation | D | *If you cannot evidence the 2 essential criteria above, please do not proceed with the application.* |
| Suicide prevention trained  e.g. ASIST/STORM, critical incident/cultural competency trained | E | *\*Training can be provided by LE* |
| Member of relevant professional body | D |  |
| Experience of conducting initial risk-assessments | E |  |
| Experience of working with single and complex trauma including people affected by suicide | E |  |
| Operating within confidentiality policy and data-sharing protocols, ensuring personal records are accurate, safe and confidential. | E |  |
| Experience of local/national suicide prevention/postvention services | D |  |
| Demonstrate high levels of resilience and ability to self-monitor | E |  |
| Coordinating and promoting events, networking, establishing partnerships, cascading information | E |  |
| Experience of triage and risk assessments | E |  |
| Running on-site debrief and training sessions in communities | E |  |
| Experience of coordinating a team | E |  |
| Experience of supporting staff with risk/safeguarding | E |  |
| Engaging with statutory services to be part of reviews/panels as needed, e.g. domestic abuse | E |  |
| Experience supporting beneficiaries within a Support Plan by using the least restrictive and intrusive option possible | E |  |
| Experience and examples of working with diverse groups, treating all with dignity and respect in line with the Equality Act 2010 | E |  |
| Resident of Berkshire, Oxfordshire and Buckinghamshire | E |  |
| Living experience of suicide bereavement | D |  |
| Experience of working on own initiative in a supportive environment | E |  |
| Excellent administrative skills, with the ability to prioritise work and to manage a number of cases and priorities | E |  |
| Flexible working across a range of duties and across our range of opening hours including evenings and weekends | E |  |
| Excellent team working and communication skills both verbally and in writing | E |  |
| A positive contributor to achieving team goals | E |  |
| Demonstrate excellent knowledge of safeguarding and child protection practices and also ability to provide support to staff and volunteers | E |  |
| A calm approach to problem solving and to working in a busy team environment | E |  |
| A willingness to undertake training as required | E |  |
| Strong ethical values, personal integrity and the ability to work within the principles of confidentiality | E |  |
| An understanding and commitment to a client focused approach | E |  |
| An awareness and understanding of diversity and equality issues and work in a non-judgemental way with people from all backgrounds | E |  |
| Evidence of resilience and experience of working on own initiative with minimum of supervision, with the ability to remain professional under pressure | E |  |
| Excellent IT skills with the ability to effectively complete impact monitoring systems and to create professional reports for external agencies. | E |  |
| Able to travel across the region with full driving licence and access to own car | E |  |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Listening Ear Merseyside processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Yes/ No (please delete as appropriate)

Where did you hear about this job?

Declaration:

Listening Ear is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

*I acknowledge that Listening Ear is under a duty to protect the funds it secures from grants, contracts and donations and to this end, I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.*

*I hereby certify that:*

* *All the information given by me on this form is correct to the best of my knowledge*
* *All questions relating to me have been accurately and fully answered*
* *I possess all the qualifications which I claim to hold*

**Signed: Dated:**

**To apply for this role, submit this completed form along with your current C.V. via email to:**

[**HR@listening-ear.co.uk**](mailto:HR@listening-ear.co.uk)

**For enquiries relating to this role, please contact** [**Enquiries@listening-ear.co.uk**](mailto:Enquiries@listening-ear.co.uk)**.**