

Student Placement (unpaid)

April 2025

Hertfordshire Mind Network
Watford Wellbeing Centre
501 St Albans Road
Watford
Hertfordshire
WD24 7RZ

02037 273600

Recruitment@hertsmindnetwork.org

www.hertfordshiremind.org

Student Placement (unpaid)

Dear applicant,

Thank you for your enquiry about the above placement

For more information about HMN and our services, please see our website at
<https://www.hertsmindnetwork.org/vacancies/student-placement-unpaid/>

To apply, please submit your CV and a supporting statement as to why you are suitable for this placement.

Clearly state your address, e-mail address, telephone number and whether you have a driving license.

Please return applications quoting reference number **280** to Dawn Stenning (Counselling Services Manager), at **recruitment@hertsmindnetwork.org**

We will close this advertisement when we have received sufficient applications.

Interviews to be held on a rolling basis.

Yours sincerely

Daen Stenning

Senior Clinical Lead & Counselling Services Manager

Student Placement - Job Description

| | |
|--------------------------|---|
| Job title: | Student Placement |
| Reference Number: | 280 |
| Reports to: | Barbara May – NHS Counselling Team Lead |
| Contract length: | 1 year |
| No. of hours: | Up to 37.5 hours per week – dependant on college requirements (Monday – Friday) |
| Main base/s: | Watford Wellbeing Centre, with travel across Hertfordshire |
| Checks needed: | Enhanced DBS and 2 satisfactory references |

Accountability

You will be line managed by the NHS Counselling Team Lead at HMN but will manage your own workload, prioritising tasks and working on your own initiative.

Key Responsibilities

- To manage and prioritise all administration tasks associated with the NHS Counselling service
- To liaise with and support other HMN Services as agreed and manage own diary.
- Ensure a direct community service is in place which encourages, motivates and builds clients self-esteem and confidence.
- To assist clients to access appropriate services and community resources within the local community.
- To work with HMN staff in other services in order to make onward referrals to other projects.
- Support individuals to develop sustainable local social networks, both through our HMN Wellbeing Centres and other community services and resources.

To assist in the development of the service by:

- Encouraging a culture of continuous performance improvement at both an individual and service level.
- Building a service that is flexible and adaptable to changing requirements.
- Participating in training and development opportunities as agreed with the Services Managers/Team Leads.

General

- To ensure compliance with legal, ethnical, regulatory and social requirements.
- To manage personal resources and own professional development.
- To ensure all duties are carried out in a manner which promotes equality and diversity.

- To promote a health and safety culture within the workplace, observe all health and safety rules and procedures as required and where appropriate conduct risk assessments.
- Ensure that essential information of a sensitive or personal nature is not disclosed to or discussed with inappropriate persons.
- All information must be maintained within the Data Protection Act.
- To be an active and effective team member.
- At all times to carry out every aspect of your duties with due regard to HMN policies and procedures including the Equalities statement.
- To ensure HMN's values are embedded in the service.
- To maintain a professional level of communication at all times.
- To keep clear records and plans of all contacts with service users, professionals and meetings with external agencies.
- Undertake other duties as may be reasonably determined by line management, the CEO or Board of Directors.

Please see person specification on next page.

| Person Specification | Essential/ Desirable |
|--|-------------------------|
| Qualifications | |
| Completing a relevant social work, youth work or mental health qualification | E |
| Knowledge | |
| Significant proven knowledge and skills around services working with Adults, children, teens and young adults with mental health needs and parent/carers, and knowledge of models and services to meet needs | D |
| Knowledge and understanding of how digital interventions can support 5 - 18 year olds | D |
| Demonstrable understanding of relevant legislation and policies such as the Data Protection Act, Safeguarding and Protection of Vulnerable Adults, Safeguarding Children and the Mental Health Act | E |
| Understanding of the principles of trauma informed care | E |
| Understanding of the relationship between mental health and social issues and how these issues may impact on physical, mental and emotional wellbeing | D |
| Experience | |
| Experience of supporting adults with mental health needs, with caseload management | D |
| Experience of supporting CYP aged 5-18, parents/carers, with caseload management | D |
| Experience of delivering online digital interventions | D |
| Experience of creating and reviewing dynamic risk assessments and support plans, escalating needs as necessary | D |
| Proven experience of working to deadlines, and achieving outcomes against targets | E |
| Lived experience of mental ill health | D |
| Skills and Abilities | |
| Ability to deal with stressful and difficult situations in a calm manner | E |
| Strong ability to prioritise and manage workload, working autonomously | E |
| Develop, foster, maintain and utilise a network of relationships for the short and long term | E |
| Be adaptable and flexible | E |
| Be resilient and generous under pressure | E |
| Plan ahead whilst being able to react swiftly to changing needs and emerging situations | E |
| Take a problem solving approach | E |
| Excellent communication skills | E |
| Capture, collate and digest a large amount of information quickly | E |
| Form part of a positive team culture | E |
| Act as a champion for mental ill health, respecting the sector and recognising the huge impact the third sector makes to wellbeing in Hertfordshire | E |
| Proficient in Microsoft Office, including Word, Excel, Powerpoint and client databases | E |
| Full, clean driving licence and use of own vehicle | E |
| Personal Circumstances | |

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|--|---|
| Show flexibility in working location due to the requirement to provide services around Hertfordshire | E |
|--|---|

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