

JOB DESCRIPTION	
Post	Mental Health Information Officer – 21 Hours per week (Fixed term to 31 st March 2027 but may be continued subject to funding)
Department/ Project	People Department
Base	PAVO Offices, Unit 30 Ddole Road Industrial Estate, Llandrindod Wells or Plas Dolerw, Newtown
Responsible to	Programme Manager – People
Responsible for	Health and Well-being Information Officer
Terms & Conditions	See below
Purpose of this post	Deliver the Powys Mental Health Information Service in line with the agreed Service Level Agreement with Powys Teaching Health Board and assist with the co-delivery of the Together for Mental Health plan including: • The timely provision of third sector mental health information to professionals providing primary and secondary adult mental health services in Powys • Supporting people in Powys to have the information they need about mental health to sustain, improve and self-manage their own mental health and wellbeing through a variety of platforms; • Ensuring information about Together for Mental Health and the Mental Health measure is promoted across Powys and can be easily accessed.
Key Responsibilities	• Enable and support citizens to make positive changes to improve their mental health and wellbeing outcomes and improve people's lives • Work collaboratively with citizens and stakeholders to support the provision of mental health information • Promote mental health messages and information to assist primary care and statutory services • Promote the third sector mental health support and engagement opportunities through a variety of platforms
Main Duties	Website • Ensure the Powys Mental Health website is kept up to date and relevant, responding to feedback as required • Explore opportunities for ensuring the website is accessible to all potential users Information • Promote the Powys Mental Health information service • Provide the Powys Mental Health Information line – via phone and email in conjunction with the Community Connector service.

	• Signpost people to alternative sources of information such as approved data base services • Seek opportunities to promote the Mental Health Information service e.g. in local libraries, GP surgeries, public buildings etc. • Provide information on specific processes relating to mental health and promoted via website/blog etc. (e.g. Care and Treatment Plans) • Produce a mental health e-bulletin distributed and available online • Produce a regular mental health blog • Promote participation opportunities • Utilise social media as a way of engaging those interested in mental health Partnerships and Networks • Link with PAVO Community Wellbeing Team and other third sector services to help individuals access support for their mental health and wellbeing in a holistic way • Ensure Mental Health Partnership structures are updated and promoted via the website and e-bulletin • Provide information to the sector on opportunities to develop new projects/funding and/or collaborative co-production activities specifically relating to mental health • Attend relevant workshops, discussions, informal events and stands to promote third sector mental health information • Work with others to promote new activity relating to public awareness of mental health developments/messaging • Ensure links with wider information strategies and networks that contribute to the mental health agenda. Data management • Organise and maintain administrative and personal records, data sharing within the Wales Accord for Sharing of Personal Information (WASPI) protocols where required. • Maintain accurate records and ensure relevant data is collected and analysed to support ongoing needs assessment, measurement of outcomes, service evaluation and the monitoring of the efficiency and effectiveness of the project. Line Management • Provide line management support.
	The job description covers the main duties and responsibilities of the post but other duties commensurate with this role will also be undertaken by the post holder. PAVO aims to provide a service that is responsive to the needs of its membership and service users and it is therefore necessary that staff respond to changing requirements. Job descriptions and/or work plans will be updated from time to time to meet these changes.

PERSON SPECIFICATION	
Required Knowledge & Experience	• Understanding of the role of the voluntary sector in the field of mental health • Understanding of and commitment to consumer participation and the value of the lived experience • Experience of citizen engagement including hard to reach communities using a variety of engagement techniques • Experience of working in partnership across different sectors • Experience of working alongside and supporting individuals and families from a variety of backgrounds and varying needs, working within multi-agency partnerships • Good knowledge of communities within Powys and resources available that can support people to take control of their mental health and achieve what matters to them. • Understanding of and commitment to Equality and Diversity • An understanding of rural communities
Required Skills & Abilities	• Excellent communication, active listening and negotiation skills to build and nurture relationships and partnerships with a diverse range of people and organisations at a personal, service, community and partnership level • Good written communication skills • Data needs analysis to produce effective project plans • Using own initiative, ability to work without direct supervision • Line management. • Prioritise a demanding workload • Willingness to take on responsibility (e.g. leadership, problem solving) • ICT skills, including database or web management skills • Demonstrate a commitment to working as part of a team, being flexible • Ability to travel around Powys as required • Welsh Language skills competency level 1 – ‘I can pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.’
Desirable	• Experience of working within health information services • Experience of working within health, social care systems • Experience of working within the Third Sector • Welsh language skills above Level 1

MAIN TERMS & CONDITIONS OF EMPLOYMENT	
Post	Mental Health Information Officer (Fixed term to 31st March 2027 but may be continued subject to funding)

Salary	£20,660 (£34,434 pro rata) per annum
Hours of Work	21 hours per week (Actual days of work / work pattern to be negotiated)
Probationary period	The appointment is subject to the satisfactory completion of a period of probationary service of 3 months.
Car User Status	PAVO pays all relevant travel at the current agreed mileage rate.
Holidays	15 Days per annum (25 days per annum pro rata)
Pension Scheme	A contribution equal to 6% of salary will be made available to the PAVO Stakeholders Pension or to a Private Pension Scheme
The above are the main terms and conditions applicable to the post. A full statement of the terms and conditions will be issued on appointment.	