JOB DESCRIPTION
Senior Wellbeing Advisor

Reports To:	**Wellbeing Co-Ordinator / Wellbeing Manager**
Direct Reports:	**Volunteers / Student Placements**
Location:	**Eastleigh**
Hours:	**15 hours per week (either 2 days of 7.5 hours or 3 days of 5 hours)**
Salary:	**£10,125 to £10,907.43 per annum (£24,975 to £26,905 full-time equivalent) - Solent Mind Band B**
Contract:	**Permanent**

Purpose:

Solent Mind delivers Wellbeing services across Hampshire, including Eastleigh, Winchester, Fareham and Gosport and the New Forest. This post is based in the Eastleigh locality. The Wellbeing services provide a range of support, including 1-1s, courses and workshops delivered both within the centres and via digital platforms.

The Senior Wellbeing Advisor will support clients through 1-1 assessments, facilitating educational courses and social/activity groups, with the aim of enabling people to achieve their goals in a person-centred and inclusive approach.

Principal Accountabilities:

To undertake assessments and reviews with clients to enable service users to better manage their mental health and wellbeing and to support their recovery.

To facilitate structured workshops and courses alongside other members of staff/volunteers, including those from other wellbeing services and partner organisations, either face-to face or on digital platforms.

Key Duties

- To welcome people into the service, and to create an environment which is both relaxed and purposeful. This may be within the centres or via digital platforms.
- To respond to initial contacts to the service, either by phone, email or in person, and to provide appropriate information.
- To undertake initial assessments, either in person or by phone, and to identify agreed goals within a Wellbeing programme.
- To deliver structured recovery-focused groups (i.e.Decider Skills, Anxiety Management, Self Esteem) either within the Centres or via digital platforms such as Zoom.

- To support the service user to obtain information and advice that will assist them in the achievement of identified goals.

- To encourage service users to access local community facilities and relevant on-line resources which may help to maintain their wellbeing.

- To undertake reviews of service users' progress towards their identified goals.

- To share with other staff of the Wellbeing Centres and other agencies as appropriate information regarding the service users' wellbeing in line with Solent Mind policies and procedures.

- To maintain records in line with Solent Mind policies and procedures, including inputting data to the service CRM system.

- To ensure that any income and expenditure is recorded and receipted in accordance with financial procedures and within delegated authority levels.

- To attend relevant meetings related to the provision and delivery of Wellbeing services and to feedback relevant information to the Managers, Co-Ordinator and other staff.

- To provide assistance and mentoring to volunteers and students when required, in agreement with Co-Ordinator/Managers.

- To identify innovative ways of developing and improving the service.

Internal and External Liaison

- Share appropriate information under Solent Mind's Confidentiality and Risk Assessment Policy.

- Develop and maintain good working relationships with associate organisations which share the building.

- Develop and maintain good links with other providers and promote ways to maximise partnership working and increase our positive impact to local communities.

- To attend relevant meetings/conferences/events and undertake training in line with the requirements of the post.

- Attend staff meetings, supervision, case supervision and appraisal meetings as required.

General:

- Adhere to the aims, values, policies and procedures of Solent Mind, particularly safeguarding and health & safety.

This list is non exhaustive, and other duties may be required to meet the needs of Solent Mind

PERSON SPECIFICATION

Senior Wellbeing Advisor

Requirement	Essential or Desirable
Qualifications/Education/Training:	
Educated to a minimum level 2 standard or extensive relevant experience	Essential
Experience:	
Experience of working with vulnerable people with diverse needs	Essential
Experience of assisting with, or of delivering, courses/group sessions	Essential
Experience of working in a mental health setting	Desirable
Personal experience of mental health issues	Desirable
Knowledge/Skills/Competencies:	
Ability to work on own initiative and within a team	Essential
Good written and verbal communication skills	Essential
Good I.T. skills, including digital platforms	Essential
Ability to self-reflect and learn from experience and specific situations	Essential
Having a positive and inclusive attitude to people from diverse backgrounds, characteristics, and abilities	Essential
Ability to manage risk and conflict	Desirable
Good local knowledge or the ability to research and identify appropriate community resources	Desirable
Other:	
Commitment to Solent Mind's values	Essential
Commitment to Solent Mind's Equal Opportunities and Diversity and Inclusion Policies	Essential
Willingness to undergo a relevant DBS Check if required	Essential
Ability to work flexible hours if required	Desirable

Date job originated: January 2015
Date Job Reviewed: May 2025
Reviewing Managers: Rachel Tucker