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<b>Reports To:</b>	<b>Senior Psychological Wellbeing Practitioner</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Location:</b>	<b>Gosport, Eastleigh, or Basingstoke combined with home working</b>
<b>Hours:</b>	<b>37 hours per week (part time considered minimum 22.5 hours)</b>
<b>Salary Range:</b>	<b>£24,975 – £26,905 pro rata per annum (SM band B)</b>

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**Purpose:**

To build a strong foundation of knowledge and skills to prepare for a career as a psychological wellbeing practitioner by supporting the clinical team with a wide variety of tasks.

**Key tasks:**

Maintaining a caseload of patients

Agreeing and upholding confidentiality agreement with patients.

Assess and monitor risk to and from the patient and take safeguarding actions when needed

Supporting patients accessing computerised Cognitive Behavioural Therapy through written reviews and phone calls

Providing resources to patients considering their accessibility needs

Using our patient database for data collection and recording all activity in a timely manner

Gathering patient feedback through patient experience questionnaire (PEQs)

Presenting webinars online with a colleague and completing group admin

Facilitating groups in person with a colleague

Discuss patient care with external services through meetings, emails and phone calls

Signposting patients to resources and services when appropriate

Writing and sending referrals to specialist services

Keep up to date with service changes

Managing your diary to maintain your wellbeing and meet service needs

Prepare for and attend group and one-to-one supervision meetings

Attend team meetings, service meetings, wellbeing groups, training sessions, and workshops.

**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**

What we are looking for	Requirement
<p><b>Qualifications/Education/Training:</b></p> <p>Hold a level 3 qualification or higher, equivalent to A levels.</p> <p>Honours degree or equivalent in a discipline connected to mental health</p> <p>Safeguarding training</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Experience:</b></p> <p>Supporting people with symptoms such as low mood or anxiety (including personal)</p> <p>Delivering webinars and/or facilitating groups</p> <p>Managing risk and taking safeguarding actions</p> <p>Communicating with multiple teams to achieve a shared goal</p> <p>Experience of using patient databases</p> <p>Personal experience of mental health conditions, such as anxiety or depression</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Knowledge/Skills/Competencies:</b></p> <p>Understanding of anxiety and depression and how it may present itself</p> <p>Understanding of NHS Talking Therapies Hampshire and the stepped care model</p> <p>Effective written and verbal communication skills</p> <p>Able to work on own initiative</p> <p>Able to work as an effective team member and form good working relationships</p> <p>Self-reflective and responsive to feedback to develop skills</p> <p>Resilient and capable of maintaining boundaries to manage own personal stress</p> <p>Computer skills, including the use of Microsoft Office programs and zoom</p> <p>Able to organise time and prioritise tasks effectively</p> <p>Knowing when to seek guidance and support</p> <p>Adaptable to change</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><b>Other:</b></p> <p>Commitment Solent Mind's values and policies</p> <p>Willingness to undergo an enhanced DBS check with adult and child barred lists</p> <p>Flexibility to work at least one late shift a week (usually from noon until 8pm)</p> <p>Fluent in community languages other than English, including British Sign Language</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

Date job originated: June 2011  
 Date job reviewed: March 2025  
 Reviewing Manager: Zara Evans and Zoe Collier