

JOB DESCRIPTION

PAPYRUS is the national UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

1. **DESIGNATION** **Community Suicide Prevention Worker (London)**
2. **HOURS** Full time (36 hours per week)
3. **SALARY** NJC Scale 26-28 (£23,866 - £25,463) + 4% Pension contribution + 17.5% London weighting
4. **CONTRACT** Permanent
5. **LOCATION** London Regional Office with travel in and around London as required
6. **RESPONSIBLE TO** Regional Manager
7. **ACCOUNTABLE FOR** None
8. **PURPOSE OF POST**
 - 8.1 To deliver PAPYRUS' suite of training and awareness raising products, including "train the trainer" products
 - 8.2 To help identify and engage local communities, volunteers and key partners across London
 - 8.3 To help raise the profile of PAPYRUS in London
 - 8.4 To help refine and update PAPYRUS' suite of suicide prevention training products, including "train the trainer" products
 - 8.5 To establish, develop and work with PAPYRUS' Network of Associate Trainers as needed
 - 8.6 To represent PAPYRUS at awareness raising events in London and network on behalf of PAPYRUS
9. **MAIN DUTIES AND RESPONSIBILITIES**
 - 9.1 Be responsible for the delivery of presentations and training in PAPYRUS young suicide prevention to a range of audiences in London.
 - 9.2 Actively engage and work with a range of stakeholders and key partners including but not limited to: young people, parents/carers, statutory and non-statutory agencies, associate trainers and volunteers in suicide prevention and community projects in London.
 - 9.3 Utilise and develop evaluation tools to measure the impact of projects and contribute to recording data for report compilation. Contribute to and lead on relevant evaluation and monitoring activities using the CRM to demonstrate outcomes and impact.
 - 9.4 Develop and maintain effective partnerships with other agencies, locally and regionally.
 - 9.5 Facilitate a culture which addresses stigma around suicide and so contribute to an increase in help-seeking behaviours.
 - 9.6 Work effectively and flexibly with colleagues and managers to ensure that high professional standards of performance are maintained.
 - 9.7 Promote PAPYRUS and engage actively with those personally affected by young suicide in London to achieve our aims.
 - 9.8 Collect and analyse all data within agreed protocols and maintain appropriate administrative systems to support and enhance regional activity.
 - 9.9 Contribute to and promote PAPYRUS campaigns as outlined in the Regional and Strategic Plans.
 - 9.10 Contribute to and promote PAPYRUS training as outlined in the Regional and Strategic Plans.

- 9.11 Understand your duties and manage any matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy.
- 9.12 Contribute constructively to regular supervision and appraisal protocols.
- 9.13 Contribute to and attend PAPYRUS conferences and seminars as required.
- 9.14 Attend training as required.

10. ADDITIONAL DUTIES

It is the nature of the work of PAPYRUS Prevention of Young Suicide that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

11. CONFIDENTIALITY

It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.

12. BASIC PRINCIPLES

The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.

13. CONDITIONS OF SERVICE

Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post is subject to satisfactory Enhanced CRB Disclosure and/or completion of Vetting and Barring Scheme checks.

14. QUALIFICATIONS

See Person Specification