



Mental Health Engagement Officer Job Description – May 2022

Hive Portsmouth

Hive Portsmouth is a registered charity (charity number 1189067) which supports, connects, and equips people and organisations in Portsmouth to ensure a strong, diverse, and vibrant community that meet the needs of individuals and the community in the city and improves wellbeing.

HIVE Portsmouth believes that everyone deserves to be supported in their mental health needs and the Mental Health Engagement Officer is a key role representing HIVE Portsmouth in the transformation of community mental health in the city. The postholder will be key to the development of a Mental Health Lived Experience Network for Portsmouth.

Reporting to

The Mental Health Engagement Officer will be line managed by and report to The Mental Health Community Transformation Manager.

Summary of Job Description

Hours per Week	Full Time 37 hours (Part time hours considered)
Salary:	£25,000 to £27,000
Contract:	2 Year fixed term

HIVE Portsmouth is leading the development of a mental health lived experience network for Portsmouth.

The role will lead engagement with people who have a lived experience of mental health, sharing their experiences to contribute to making positive changes to community mental health services in Portsmouth. Working in partnership with the Community, Health and Care Portsmouth, Solent NHS, and the Voluntary, Community and Social Enterprise Sector.

Co-production and co-design is at the heart of community mental health transformation and is vital in this role and we are encouraging people who have their own lived experience of mental health to apply.



The role:

- Extensive and thorough engagement with those with lived experience and their carers, facilitating input from a diverse group and ensuring that as many voices as possible have a voice.
- Experience of co-production and facilitating group discussions.
- Lead and support those with lived experience.
- Listening skills, with the ability to guide conversations.
- Facilitate mutual respect between all partners and stakeholders.
- Be solution focused.
- Develop creative ways to raise awareness of existing services.
- Keep good record keeping and data entry, with due regard to confidentiality.
- Ensure relevant data/information is collated and produce reports as required.
- Information gathering and research for reporting.
- Maintenance of records, decisions, agreed actions and working with others to ensure that actions are followed up and reported.
- Developing a Mental Health Network for the VCSE.
- Ad Hoc tasks as directed by the Senior Management Team of HIVE Portsmouth.

Person Specification

Essential Skills:

- An approachable, personable, and friendly demeanour with excellent relationship skills.
- An ability to foster good working relationships with a diverse range of organisations and people.
- knowledge of mental health services and the wider voluntary and community sector in Portsmouth.
- Knowledge and experience of the need for professional confidentiality and discretion.
- Ability to work on own initiative.
- Excellent verbal, written and inter – personal communication skills.
- Experience of using virtual meetings platforms like Teams, Zoom etc.
- Excellent knowledge and experience of computer systems, especially Microsoft Programmes (Word, Excel, PowerPoint, Outlook etc).

Personal Qualities:

- Genuine desire for service improvement and an understanding and empathy with mental health issues.
- Ability to communicate with a wide range of people.
- A pro-active, can-do attitude with an enthusiastic, professional, flexible and solution focused approach to work.
- Ability to work collaboratively.
- Numerate and literate, with good communication skills.
- Ability to prioritise tasks.
- Understanding HIVE Portsmouth's charitable objects.
- Working outside normal office hours when necessary.

