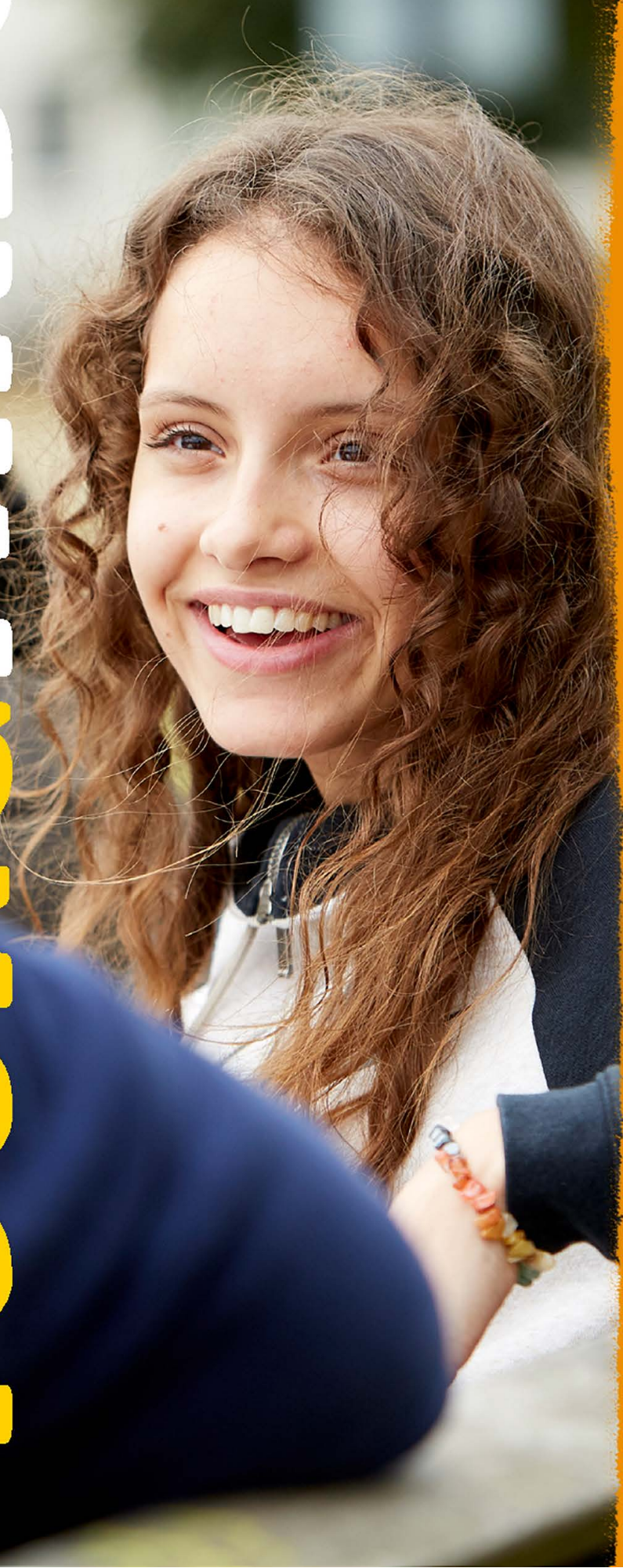


**Helpline Advisor**

**SUMMER  
YOUNG**



# What's the problem?

**1 in 6** children and young people aged 5-16 suffer from a diagnosable mental health disorder - that's around 5 in every class.

**Half** of all mental health problems manifest by the age of 14, with **75%** by age 24.

**3 in 4** children with a diagnosable mental health condition do not get access to the support that they need.

Nearly **half** of 17-19 year olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point.

But we believe things can get better.



## Who we are

We are leading the movement to make sure every young person gets the mental health support they need, when they need it, no matter what.

We provide young people with tools to look after their mental health. We empower adults to be the best support they can be to the young people in their lives. And we amplify young voices to change the world we live in.

### **Our purpose:**

To stop young people's mental health reaching crisis point

### **Our vision:**

A world where no young person feels alone with their mental health

### **Our mission:**

To make sure all young people can get the mental health support they need, when they need it, no matter what

## Our goals

To keep ourselves focused and on track, we've set out three strategic aims:

1. Helping young people to look after their own mental health
2. Making sure young people have adults around them who can really help
3. Building a youth-led movement to make sure support is there for any one who needs it



## Helping young people to look after their own mental health

We will provide young people with reassurance and advice to help them make positive choices for their mental health and know what to do next if they are struggling.

## Making sure young people have adults around them who can really help

Whenever a young person opens up about their mental health to an adult they trust, we want them to find someone who really gets it and can respond positively.

## Building a youth-led movement to make sure support is there for anyone who needs it

By building a movement for change, through which young people can create the societal changes they want to see, we know that far more young people will get the support they need.

“I’m proud that YoungMinds genuinely uses the voice of young people to guide their approach as a charity and change the misconceptions around mental health.”

**Alex, YoungMinds Youth Panel**



## Where we work:

YoungMinds is based close to London Bridge in Central London, although as an organisation, we are active all over the UK.

Our address is: 4th Floor India House, 45 Curlew St, London, SE1 2ND.

We are well served by public transport links: - local mainline stations are London Bridge and Waterloo. The nearest London Underground stations are London Bridge (Jubilee Line) and Borough (Northern Line).

## When we work:

Standard Office hours are 9.30am – 5.30pm, with a one hour unpaid lunch break.

Some of our employees work non-standard hours - we have a number of part-time staff, and some of our team work on a sessional basis.

YoungMinds recognises the importance of helping its employees balance their work and home life and so we have a Flexible Working Policy in place. Any employee can make a request for flexible working. Whilst we cannot guarantee to accommodate a flexible working application, we do guarantee that we will carefully consider any request made.

## Equal opportunities:

YoungMinds is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services.

We therefore expect all of YoungMinds staff to be willing and able to make a positive contribution to the promotion and implementation of YoungMinds' Equality and Diversity policy.

## Safeguarding:

YoungMinds is committed to safeguarding and promoting the welfare of children and young people and we therefore expect all staff and volunteers to do the same. We ask all staff to undertake safeguarding training when they join us.



## Pre-employment checks:

Due to the nature of the work we do, before starting with YoungMinds, the following checks are carried out:

**Reference check:** All job offers are conditional on the receipt of satisfactory references.

**DBS check:** We ask our employees to complete an Disclosure and Barring Service (Criminal Records Bureau) Check. The level required will depend on the role you are applying for and will be confirmed to you as part of the recruitment process.

**NB:** A previous conviction will not necessarily prevent you from joining YoungMinds. YoungMinds is committed to treating all applicants and employees fairly.

**Identity check:** We are also obliged to confirm your identity and obtain proof of your right to work in the UK.

## When you join:

All new staff benefit from a full induction with both the People department and their team, as well as our core training programme, ongoing support and personal development

## Probationary period:

All our posts are subject to an initial probationary period. This varies according to the length and type of the contract.



We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff.

Benefit	Full Time	Part Time	Zero Hour
Holiday – 25 days plus 8 bank holidays and 3 days off for Christmas closure (pro-rated for part time) + an extra 2 days after 3 years' service	Y	Pro-rated	Pro-rated
Employee Assistance Programme	Y	Y	Y
Regular activities such as Lunch and Learn and Book Club	Y	Y	Y
Pension - Employer 5% with minimum employee contribution at 3%. Subject to terms and conditions, pension contributions will begin automatically	Y	If minimum requirements met	If minimum requirements met
Cycle to work Scheme	Y	Y	Y
Travel loan (Available on completed probation)	Y	Y	N
Free early eye tests and money towards your glasses	Y	Y	Y
Commitment to continued professional development	Y	Y	If earning enough to be deductible
Access to Corporate Membership Prices for TasteCard	Y	Y	Y
Weekly fruit baskets in the office kitchens	Y	Y	Y

# Benefits

# Completing a YoungMinds employee application form

If you have any questions about completing the application form / the application process, please contact the People team ([atrecruitment@youngminds.org.uk](mailto:atrecruitment@youngminds.org.uk)).

We strongly recommend you look through the YoungMinds website before starting the application form. You may either type or write in black pen to complete your application form.

## Personal details and availability

Fill out this section making sure all details are correct.

## Education and qualifications

Ensure to include all relevant qualifications and level achieved.

## IT skills

Please provide details as requested.

## Training

Please give details of any training courses you have completed.

## Professional bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

## Eligibility to work in the United Kingdom

You must be eligible to work in the UK. We are currently unable to support visa applications.

## Employment history

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

## Statement of suitability

Outline all relevant skills, experience and training appropriate to this post. As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples).

# Completing the application form



# Completing a YoungMinds employee application form

## Referees

Always ask your referees permission before giving their contact details for your application.

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Completing the application form



## JOB DESCRIPTION

<b>Job title:</b> Helpline Adviser	<b>Salary:</b> £22,190 - £24,655.40 (pro-rata of £31,700 - £35,222)
<b>Hours:</b> Part time (24.5 hours, 3.5 days per week)	<b>Based at:</b> Hybrid working (1-2 days to be based in YoungMinds London Office)
<b>Reports to:</b> Parents Helpline Team Leader	<b>Contract:</b> Permanent

**Working environment:** Our Helpline currently works within a hybrid model, with members of the team coming into the office 1-2 days per week. Our position concerning working arrangements may change in the future.

The core working days for this position are Mondays, and Fridays, with either a Tuesday or Wednesday evening shift.

**To ensure you can fulfil the requirement of working from our London based office for at least one day per week, please ensure you check the travel time and journey costs from your home address prior to applying.**

### Out of hours work

In this role you will be required to work one evening shift per week on a Tuesday or Wednesday until 6:45pm.

### **About YoungMinds**

At YoungMinds, our purpose is to stop young people's mental health reaching crisis point. Our vision is that no young person feels alone with their mental health and our mission is to make sure young people get the support they need, when they need it, no matter what.

We have huge ambitions, and we are confident we can make them a reality. Our strategy represents a shift towards community-powered approaches that build connection, belonging and collective action. This means refocusing our core services and activity around shared organisational goals that strengthen communities around young people and the adults who support them. Providing parents and carers with high-quality information, advice and support remains central to this work, helping ensure young people have trusted adults around them who can offer the right support at the right time. Across everything we do, we are actively committed to championing anti-racism, justice, equity, diversity and inclusion.

Our values are therefore fundamental to who we are. Developed with our staff and with young people, they give us confidence that not only will we deliver the huge ambitions of our strategy, but that we will do so in the right way. They are our statement to the world about what matters to us, but just as importantly they are how we hold ourselves accountable for our own behaviour. More information about our [values](#) can be found on our website.

## About the role

*We know that when a young person is having a hard time with their mental health, they will often first reach out to an adult in their life.*

Through our Parent Services, YoungMinds provide parents and carers with life-changing information, advice, and support through our unique Parents Helpline (telephone, web chat and email service) and online content. This is an exciting and critical role to ensure the effective delivery of a high-quality support service to parents and carers via the Parent Helpline telephone, webchat, and email service.

As Helpline Adviser, you will work directly with parents/carers via the helpline service channels. You will use your knowledge of support services, signposting, and practical techniques to offer parents/carers advice and emotional support. You will utilise skills such as active listening, reflection, exploration and, validation to understand parents/carer concerns and offer tailored support.

## Supporting you in the role

In order to best support you in the role of helpline adviser, we will offer you the following:

- Safeguarding support from a team of fully trained safeguarding officers within the Parent's Helpline team, and wider organisation
- Regular, individual and group clinical supervision sessions
- A peer facilitated debriefing space , where you can share experiences, learning, reflection and seek emotional support from Helpline colleagues
- Reflective practice sessions with your line manager every 12 weeks
- Opportunities to share your insights and thoughts when improving aspects of the service
- Regular internal and external training opportunities to build on your knowledge of mental health, and opportunities to take part in events outside of the office, representing and promoting the Parents Helpline at funder events and alongside our Community Engagement Team.



## Key responsibilities

- Respond to enquiries received via the Helpline telephone, webchat and email services. Provide empathy and validation, offer signposting information, and provide tailored advice and guidance to service users.
- Record all enquiries on the Parent Helpline platform database, ensuring accurate, clear and concise data entry.
- Identify and effectively respond to safeguarding concerns during helpline conversations – offer appropriate advice and signposting, and escalate to senior members of helpline staff as required. Thoroughly explore and respond to concerns relating to suicide risk – offer appropriate safety advice and signposting to support.
- Adopt a trauma-informed approach when conversing with parents/carers and follow helpline guidelines around best practice.
- Uphold operational responsibilities by adhering to the structures and frameworks in place to ensure consistent cover of the service at all times, i.e. following weekly rotas of responsibilities, coordinating with the helpline team around any time off the service (lunch rotas, keeping on top of personal work calendar, ensuring the team calendar is kept up to date, communicating any issues at the earliest opportunity)
- Be data minded and responsive to call KPI targets by engaging in conversations in 121s around call KPI performance, ensuring that full capacity is utilised to support parents and carers while working on the service, demonstrating a conscious effort and accountability to contribute to achieving these individual and whole team targets and KPIs
- Contribute to peer support, sharing knowledge and expertise amongst the team, and opportunities for learning, through facilitation and attendance of debriefing sessions, hosting of shared learning sessions, and day to day support. Be accountable for keeping on top of debriefing and shared learning rotas, taking responsibility for facilitation and ensuring these sessions go ahead when planned.
- Report any operational challenges or concerns including database/telephony problems to the helpline management team at the earliest opportunity.
- Maintain and assist with other administrative duties in the department and organisation as required.
- Attend and contribute to, team and general staff meetings and events

## General duties

- Work in accordance with the organisation's vision, mission and values and all policies and procedures.
- Champion the voice of young people and their families and the value of their lived experience to deliver change, actively seeking to increase their involvement in the organisation's and your team's work.
- Demonstrate a commitment to a participatory approach in the development and delivery of our parents and carers services.
- Support a culture of care for staff, volunteers and the young people we work with, including appropriate responsibility for Safeguarding.
- Contribute to the culture of YoungMinds by joining in our events and activities including supporting our fundraising.

- Understanding and actively seeking to evolve the organisation's and your team's use of technology to improve our effectiveness and meet the needs of young people.
- Ensure a privacy-led approach to data, ensuring individual and team requirements for responsible management of data.
- Provide weekend and/or evening work if/when the service requires.
- Any other reasonable duties as specified by your line manager or members of the executive team to support the work of the charity, compatible with the nature and grade of this post.

## PERSON SPECIFICATION

Job title: Helpline Adviser

Experience	To be assessed via application	To be assessed at interview
Experience of delivering advice and guidance to service users	✓	✓
Experience of responding to safeguarding concerns effectively, following protocols, reporting concerns and ability to identify risk within young people and adults.	✓	✓
Qualifications, Training, Skills and Abilities		
Can communicate clearly both when speaking and in writing		✓
Intermediate IT skills, including the use of Microsoft Office, Teams, video call software and experience of maintaining accurate database entries.		✓
Ability to work well under pressure, manage an emotionally demanding workload and practice self-care	✓	✓
Ability to provide emotional support and empathy to parents/carers seeking support for their child		✓
Knowledge/ Understanding		
Understanding of mental health problems, illnesses and disorders and the challenges faced by children, young people, parents and families	✓	✓
Knowledge of mental health service provision	✓	✓
Understanding of the principles of facilitating a group discussion and offering peer support		✓
Awareness and understanding of AJEDI (Anti-racism, Justice, Equality, Diversity and Inclusion) principles		✓