



Your journey. Your way.



Our story

We are **Penumbra Mental Health**, a pioneering charity providing dedicated services for people with mild to serious and enduring mental ill health.

We support people on their journey to better mental health, by working with each person to find their own way forward. The power of people's lived experience enables us to deliver pioneering services which transform lives.

From being there for people in crisis to suicide prevention, supported living to self-harm management and peer support. We are with those we support every step of their journey to a better place. People's experiences are at the centre of everything that we do. **We champion peer workers**; they know that recovery is possible, because they've been there too.

Of course, **everyone's journey is different**, so we work with people to identify, believe in, and reach their goals, whatever they may be. Often, it's about hope, but we know that's not always easy for people to hold on to. And so, when times are tough, we hold it for them, keeping it safe - just until the time is right.

You see, Penumbra has always been about people; listening and learning, challenging, encouraging and enabling. It's why we're trusted to provide services across Scotland, supporting thousands of people every month, because when people need us, we're there.

Our vision is that people live with positive mental wellbeing and can easily access the best support when they need it.

Our mission is to provide exceptional mental health and wellbeing support and activities, guided by people's own lived experience, their recovery journeys and their hopes and aspirations.

We live and breathe our values

- 🌀 Compassion: we will listen and respond with hope, kindness and respect
- 🌀 Courage: we will do the right thing, standing up for people, their rights, wellbeing and recovery
- 🌀 Curiosity: we will explore, reflect, learn and adapt to create solutions that are best for people's wellbeing
- 🌀 Collaboration: we will work with those who share our vision and values

penumbra.org.uk

✉ enquiries@penumbra.org.uk ☎ 0131 475 2380



Head Office | Norton Park | 57 Albion Road | Edinburgh | EH7 5QY

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With every conversation, you have the potential to spark real change for people

Jamie



12,649

The number of people we supported in 2022/23

579

Colleagues working across Scotland



26%

Of our colleagues are employed in peer support roles

92%

Of our colleagues feel proud to work for Penumbra

77

Services across



23

Health and Social Care Partnership areas



95%

Of people said that Penumbra had a positive impact on their lives

93%

Of people we asked agreed Penumbra treats people with respect and compassion

92%

Of our partners say our teams recognise equality and diversity

Welcome

Want to spark real change?

First of all, thank you for being interested in joining the Penumbra Mental Health team. We pride ourselves on being a great place to work where colleagues have space to grow and thrive. And we're always looking for kind people like you who share our values and who want to spark real change.

You might already be working in a supporting role and looking to expand your skills into mental health recovery, or you might be looking for a new challenge altogether. Maybe you're looking for a career where you can use your lived and living experience to support others on their journey (did you know 26% of our colleagues are employed in peer roles?).

Whatever your career or life experience, you're in the right place if you want to make a difference and build your working life around meaningful connections with people who will inspire you every single day. Our promise to you? We can offer you a salary above the living wage, a tonne of employee benefits, and space to grow your skills and qualifications in a supportive and creative team. Don't just take our word for it, click on the images below to hear from our colleagues, Jamie, Martin, Nick and Jodi.

We know that applying for a new role can be daunting. That's why we encourage applications from everyone even if you're not sure if you meet all the person specifications. What's important to us are your values, kindness, willingness to learn, and your passion for quality mental health support.

We hope you find everything you need in this application pack. If you have any questions, you might want to check out our [careers page](#) where you'll find some FAQs and interview tips.



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Advertisement

Practice Development Officer (Adult)

Location: Flexible (Remote with travel across Scotland)

Salary: £26,197 - £30,523 per annum (£13.43 - £15.65 p/h equivalent)

Full Time (37.5 Hours p/w) – Permanent

If you are looking for a rewarding career and to work within an epic team that will help you grow and thrive, then you have come to the right place. Working within our Self-Harm Network you can start your day knowing what you do really does make a difference!

As a Practice Development Officer, you'll make a difference to people's lives every day. Through our work to date we have identified a strong demand for community-based development and confidence building activities across Scotland. In this varied role you will work with a variety of organisations and services, from schools to NHS services, to third sector services such as homelessness services, foodbanks, community hubs, LGBTQ+ services, carers services, bereavement support and other mental health support services. You will provide and role model a compassionate response to reduce the risk to people who Self-Harm and respond effectively to their distress in a community setting. You will focus on supporting adults who self-harm as well as the organisations who support them across Scotland.

Penumbra has been delivering this service since 2021 and you will play a lead role in sharing the learning from our experience and practice to date and support teams across Scotland to put that learning into practice by working closely with organisations and communities. You will deliver a short-term programme of support including (but not limited to): Self-Harm Awareness Training, Raising awareness of support available in communities and through our online portal, Group work, Staff/Volunteer workshops, Drop-in support sessions and Parent/Carer group sessions.

As a mental health charity, we really value the wellbeing of our staff. That's why we want you to know that you'll be joining a friendly team, who will give you a supportive environment to help you thrive in your role, including all the training you need to feel confident and equipped.

We can offer you a tonne of employee benefits, and we can promise you'll be inspired by some pretty amazing humans every single day. We will support you on your own career path; developing new skills, accessing formal and informal learning experiences and providing opportunities to put your continual progress into practice.

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Job Description

Practice Development Officer (Adult)

Service:	Self-Harm Network
Responsible to:	Practice Development Lead
Salary:	£26,197 - £30,523 per annum (£13.43 - £15.65 p/h equivalent)
Working hours:	37.5 hours per week
Location:	Flexible – remote working with travel across Scotland
Closing:	Monday 22 nd July 7pm
Interview:	Wednesday 31 st July
Special condition:	Lone working and travel across Scotland – driving licence and access to a car desirable Occasional evening and weekend working, paging service on a rota basis

Job summary:

The Practice Development Officer will support both adults who self-harm, and the organisations that support these adults, by assisting with the delivery of training, raising awareness and attending group sessions.

Main duties and responsibilities

- ✦ Share good practice and person-centred approaches to staff and organisations who work with people who self-harm.
- ✦ To plan and deliver short term practice development sessions to organisations who support people who self-harm and communities (of geography or identity) as identified through the Scottish Governments Self-Harm Strategy.
- ✦ To increase organisations understanding and confidence in responding to people who self-harm.
- ✦ Promote and encourage person centred approaches that are respectful of people's rights and choices.

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- ✧ Collect and share feedback to grow and improve Penumbra's and other organisations' support services by increasing our knowledge of gaps in support for people who self-harm and in developing effective supports.
- ✧ Ensure that service delivery is congruent with Penumbra values.
- ✧ Responsibility for the recruitment, training and supervision of volunteers in line with service demands and Penumbra policies.
- ✧ Establish collaborative working relationships with multi-agency partners in Scotland.
- ✧ Ensure the service meets all required quality standards.
- ✧ Ensure you comply with all relevant legal and regulatory requirements e.g. Penumbra policies and procedures, Health and Safety requirements, Child Protection/Adult Support and Protection policies.
- ✧ Respond and be open to change and amend service design in response to emerging need and changing provision.
- ✧ Update and maintain all service-related records and systems in line with Penumbra policies and procedures.
- ✧ Other duties deemed appropriate to this grade, as and when required by your line manager.

Person specification

Qualifications	<p>Desirable</p> <ul style="list-style-type: none"> • SVQ 3 In Health & Social Care or equivalent or willingness to work towards this.
Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in a health & social care or mental health setting. • Experience of personal recovery planning and providing person centred support to people in emotional distress. • Experience of assessing and prioritising need within a group of people using services. • Experience of gaining support and buy-in from key stakeholders. • Experience in community-based partnership working. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of trauma informed practice. • To have a lived experience of self-harm and of personal recovery. • Experience of working in an autonomous role. • Experience delivering training.

Working with Others	<p>Essential</p> <ul style="list-style-type: none"> • Builds good working relationships with team members and colleagues throughout the organisation. • Facilitates co-operative working whilst in a team. • Takes active steps to build good relationships with other professionals. • Is aware of and understands unspoken thoughts, concerns or feelings and is skilled at helping individuals to voice these safely. • Challenges practices or behaviours which may breach the principles of equality and diversity. • Gives others time and space to express what they think, feel and want. • Challenges practices or behaviours which may breach the Dignity at Work policy.
Learn and Apply	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrates commitment to keeping knowledge, understanding and skills up to date. • Identifies learning and development needs and seeks a range of formal and informal learning opportunities to meet them. • Makes best use of own strengths and finds ways to overcome personal challenges.
Communication	<p>Essential</p> <ul style="list-style-type: none"> • Can explain complex information in a way which makes it understandable. • Creates an environment where the opinions of others can be expressed. • Produces structured, accurate and concise written reports. • Uses the most appropriate means of communication, using content style and language to suit the audience and context. • Shares ideas, experiences and knowledge with others. • Actively listens and asks questions to check understanding.
Managing Self	<p>Essential</p> <ul style="list-style-type: none"> • Engages in open and reflective debate and provide constructive comments about proposed changes.

	<ul style="list-style-type: none"> • Is able to explain and account for their own practices and expects to have their thinking challenged appropriately. • Has awareness of own stress and ability to discuss and implement stress management techniques. • Sustains effort to overcome obstacles and feelings of frustration and is able to maintain a positive view. • Takes responsibility for ensuring own stress is at a manageable level.
Professionalism	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrates a commitment to Penumbra’s values and shares understanding with others. • Maintains sound ethical and professional standards at all times. • Is proactive in identifying areas for improvement and implementing creative developments. • Acts as a role model by setting clear standards for service delivery. • Plans ahead for meetings and busy periods.
Supporting People	<p>Essential</p> <ul style="list-style-type: none"> • Consistently works with a person-centred approach. • Understands recovery and works with a recovery focused approach. • Strives to establish and maintain the trust and confidence of people using the service. • Protects the rights and promotes the interests of supported people.
Managing People	<p>Essential</p> <ul style="list-style-type: none"> • Leads by example and models organisational values. • Is approachable. • Builds trust and confidence in others. • Adapts style of working appropriately to suit different people and situations. • Identifies and supports the development of others. • Praises others for work well done. • Provides the right resources and information for the team to perform effectively.

Conditions and Remuneration

Salary Package

£26,197 - £30,523 per annum (£13.43 - £15.65 p/h equivalent)

Holiday

33 days per annum including public holidays, plus an extra day for each years' service, rising up to 38 days after 5 years' service.

Pension

5% employer pension contribution (salary sacrifice). Also offer auto-enrolment pension scheme.

Benefits

- ✧ Flexible working.
- ✧ Cycle to work scheme.
- ✧ Confidential Employee Assistance Programme.
- ✧ Employee Discount Scheme with Vivup – 100's of lifestyle savings.
- ✧ Payroll Pay with Vivup – pay monthly available across a variety of options including home & electronics, discounted gym memberships and more.
- ✧ Death in Service benefits.
- ✧ Full training and professional development.
- ✧ Refer a friend scheme – earn up to £400.
- ✧ Salary sacrifice pension.
- ✧ Additional day of annual leave for each year of service, up to 5 days of annual leave after 5 years of service.

And so much more!

Get in touch

If you'd like an informal chat about this role and working for Penumbra Mental Health, please contact: Louise McSharry (Practice Development Lead) at Louise.McSharry@penumbra.org.uk

For more on our who we are visit: penumbra.org.uk

For more opportunities across our teams visit: penumbra.org.uk/careers

Application & Interview Guidance

We know applying for jobs and preparing for interviews can be daunting – but we really want you to enjoy the process. It's a chance for you to showcase all of your

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skills and learn more about what we do at Penumbra. Everyone is really friendly, and we want your application to be a success!

That's why we have put together these tips, so you know what to include in your application and what to expect at interview.

Penumbra is committed to supporting candidates with disabilities, neurodiverse candidates, and candidates with mental health conditions throughout the recruitment process. We will make any reasonable adjustments required to ensure a fair and inclusive process for all. If you think you require reasonable adjustments, please don't hesitate to contact us at recruitment@penumbra.org.uk.

Application

The application stage allows you tell us about all the great skills and experience you've got to offer, and how they'll help you in the role you have applied for.

In your personal statement, we are looking for the skills outlined in the competencies in the person specification section of this pack. Tell us about a time when you've developed or demonstrated these skills – this could be from your work life or personal life. Using the STAR method outlined below will help to structure your points.

This is also a great opportunity to tell us about your passion for mental health, and remember if you're applying for a peer role, tell us about your lived experience and how you think you could utilise it in the role!

Interview

The interview stage is a chance for us to meet you, and for you to learn more about Penumbra or ask any questions you might have. What will be included in the interview might vary between roles and services (for example, some may include written questions) but this will be explained to you ahead of time.

All of our interviews include competency-based questions. Competency Based questions aim to find out how you have used specific skills in your previous experience and how you approach problems, tasks and challenges.

The competency based questions will be on each of the competencies outlined in the person specification of this pack. We would recommend preparing a few examples of times you have demonstrated each of these competencies in advance. When answering the questions, you should try to stick to the STAR method, outlined below.

STAR Method

The STAR method can be used to structure your answer to the competency-based questions you'll be asked – it helps you to make sure you get all of the important points across. It breaks an answer down into 4 parts:

- Situation** – What was the situation you had to deal with?
- Task** – What task were you presented with as a result of the situation?
- Action** – What action did you take?
- Result** – What was the result of this action, what did you learn from the result?

Here's an example of the STAR method in use:

Question

Tell me about a time you had to deal with a conflict. How did you handle it?

Answer

Situation I was part of a team where one colleague was regularly late for our scheduled meetings, which was causing a lot of frustration amongst the rest of the team.

Task I knew it was important someone raised the issue with him in order to keep the team working well, so I took responsibility for handling it.

Action At the end of one of our regular meetings, I asked if he had a minute to catch up. I mentioned to him that he seemed stressed, and that he had been late to quite a few of our meetings and explained the impact it was having on the team. I expressed that we all really valued his input at the meetings, and asked if there was anything causing the lateness or if there was anything the team could do to support him. He shared that he was overwhelmed with his workload, and it was impacting his ability to manage his time.

Result By handling this conflict sensitively and in a supportive manner, we were able to identify what was causing the issue, and distribute some of our colleague's extra workload amongst the team. This took the pressure off him and enabled him to manage his time more effectively. This in turn meant the team was able to work together more efficiently and we didn't miss out on anyone's input.