



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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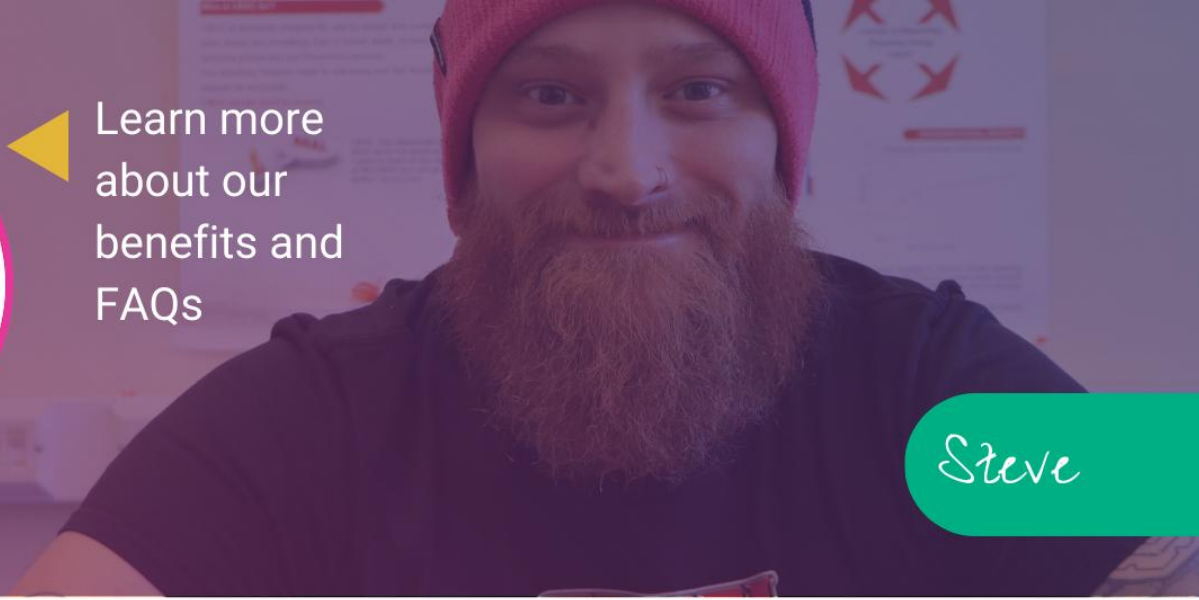
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Learn more
about our
benefits and
FAQs



Steve

33

Days of annual leave each year

(increasing by 1 day for every year of service up to 5 years)

45p

Mileage payment

(we pay 45p per mile up to 10,000 miles)

£126.75

Sleepover payment

(sleepover payments of £126.75 and time + 1/3 waking nights allowance, as well as double payment over Christmas and New Year)

Fully funded
SVQ

(we will fully fund your SVQ and give you paid time to complete assignments)

24/7

Employee Assistance Programme

(with discounts, salary sacrifice, and 24/7 confidential telephone support)

Enhanced leave



(we will give you enhanced leave and pay for family leave and sickness)

Advertisement

Mental Health & Wellbeing Practitioner (Peer)

Location: Dundee

Salary: £24,374 - £25,687 per annum pro rata (£12.50 - £13.17 p/h equivalent)

Part Time (22.5 Hours p/w) – Fixed Term Contact (1 year)

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 Dundee services you can start your day knowing what you do really does make a difference!

Working closely with colleagues at Hope Point, Dundee Wellbeing Support – The Dundee Bereaved by Suicide Support Service will provide support to Dundee citizens, in the immediate aftermath of a suicide as well as for those who have experienced historical losses. Support following the event of a suicide is an evidenced way of reducing risk of suicide in people who have been affected in this manner. Support offered within this service will be peer led and on a one to one basis. The design of this Support has been co-produced by a local Steering Group with wide representation, most importantly including those with lived experience of being bereaved by suicide.

Bereaved by Suicide Peer Practitioners offer authenticity and a unique insight that can enable and empower positive wellbeing. Within this role, you will use your own lived experience of being bereaved by suicide to inspire hope in people who use the service, as well as share coping and self-management techniques. Personal experience of being affected by a suicide is an essential element of the post and as such, you should be in a place where using this complex experience daily is manageable, and not detrimental to yourself.

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

Mental Health & Wellbeing Practitioner (Peer)

Service:	Dundee Services
Responsible to:	Operations Manager
Salary:	£24,374 - £25,687 per annum pro rata (£12.50 - £13.17 p/h equivalent)
Working hours:	22.5 hours per week
Location:	Dundee
Closing:	Sunday 29 th June at 7pm
Interview:	Tuesday 8 th July
Special condition:	Lone working & local travel

Job summary:

As a Mental Health & Wellbeing Practitioner (Peer), you will support people who have experienced trauma and emotional distress following death by suicide of someone close to them. A timely, compassionate response will be central to the support in order to come alongside those bereaved, and provide emotional and practical support to help them navigate this difficult journey.

You will be expected to share aspects of your personal experiences, including coping strategies, tools, and techniques that you have found helpful in managing your wellbeing following a loss.

You will carry a caseload of people referred to the service and work with them to identify the appropriate intervention; liaise with other organisations, including Police Scotland; and make referrals or signpost to other appropriate supports.

Support can be provided flexibly in person at our Dundee premises, or remotely via phone or video call. The role will involve office-based working and community-based lone working. As such there may be local travel required within the Dundee area.

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Main duties and responsibilities

- ✎ Establish an effective relationship with people who use the service in accordance with Penumbra's policies and procedures.
- ✎ Develop outcome-based personal recovery plans for each supported person that promote self –management and social inclusion.
- ✎ Co-ordinate delivery of recovery focused support.
- ✎ Provide practical support and supervision to Recovery Workers and/or Peer Workers as required.
- ✎ Develop effective relationships with other groups and agencies in your area and take opportunities to promote mental health awareness in the wider community.
- ✎ Be responsible for maintaining the relevant systems of documentation.
- ✎ Provide accurate information and reports as required.
- ✎ Provide formal input to Care Management reviews as required
- ✎ Be flexible and responsive to meet the changing needs of supported people and the organisation, within the agreed criteria.
- ✎ Work effectively with other members of the team, and liaise effectively with families, agencies, colleagues and other stakeholders.
- ✎ Participate in training activities and meetings as required.
- ✎ Uphold Penumbra's Code of Practice.
- ✎ Register with the SSSC as appropriate and maintain post-registration training and learning log to meet ongoing registration requirements.
- ✎ Other duties, deemed appropriate to this grade, as and when required.

Person specification

Qualifications	Essential: <ul style="list-style-type: none"> • SVQ 3 or equivalent as defined by the SSSC, or commitment to achieve within specified time period. Desirable: <ul style="list-style-type: none"> • Completion of the PDA in Mental Health Peer Work or a relevant course in Peer Work.
Knowledge and Experience	Essential: <ul style="list-style-type: none"> • Lived experience of being bereaved by suicide. • Experience of being in a supportive and enabling role. • Demonstrate understanding of mental health and recovery. • Experience of working in the mental health and recovery field. • Experience of taking a lead role in the planning and delivery of support. • Experience of a person-centred approach to recovery.

	Core IT skills and ability to input data, basic word processing, manage emails.
Core Competency – Working with Others	Essential: <ul style="list-style-type: none"> • To work co-operatively and effectively with people who use our services, carers, professionals and all other agencies. • Builds co-operative relationships, develops networks and promotes partnership working with other professionals. • Be an active member of the team and contribute in a positive and solution focused manner. • Ability to work in an enabling and creative way.
Core Competency – Learn and Apply	Essential: <ul style="list-style-type: none"> • Willingness to reflect on work practice and be open to constructive feedback. • To identify personal development needs through recovery focused supervision facilitated by the line management structure. Attendance at: <ul style="list-style-type: none"> • Local and national Penumbra peer network meetings and events. • Penumbra and multi-disciplinary meetings. • Peer networking groups.
Core Competency – Communication	Essential: <ul style="list-style-type: none"> • Ability and willingness to share personal story of recovery in a professional manner. • Speaks and writes clearly and accurately and ensures the message is understood. • Conveys sensitive or contentious information tactfully. • Explains clearly and accurately issues, policies, procedure and other pertinent information. • To be responsible for maintaining the relevant systems of paper-based and electronic documentation.
Core Competency – Managing Self	Essential: <ul style="list-style-type: none"> • Ability to manage stress and to plan and prioritise workload. • Is open to change and continually improving practice. • Has the awareness of when to ask for help, and has the confidence to do so where appropriate. • Awareness of self-help and self-management resources.

	<ul style="list-style-type: none"> • Sustains effort to overcome obstacles and feelings of frustration, and is able to maintain a positive view. • Engages in open and reflective debate and provides constructive comments about proposed changes. • Takes responsibility for managing own work life balance.
Core Competency – Professionalism	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to both Penumbra and Peer principles and values • Work to policies, procedures and relevant legislation • Maintain sound ethical and professional standards at all times • Understanding and maintaining professional boundaries at all times • Has a clear understanding of confidentiality, disclosing information only to those who have the right and need to know • Project a positive image of Penumbra at all times • Is proactive in identifying areas for improvement and implements creative developments • Manages time effectively to ensure tasks are completed and deadlines are met • Plans ahead for meetings and busy periods • Ensures the delivery of efficient, effective, high quality services • Acts as a role model by setting clear standards for service delivery • Register with the Scottish Social Services Council (SSSC) as appropriate, or other relevant professional body as required
Core Competency – Supporting People	<p>Essential:</p> <ul style="list-style-type: none"> • To work alongside people to encourage and enable them to achieve self-identified goals, to exercise choice and develop greater control in their lives, resulting in increased self-belief and self-esteem • Willingness to train in and use the Hope framework (I.ROC® and the Hope Toolkit) to facilitate a person-centred recovery approach • Support peoples rights to control their lives and make informed choices about the services they receive • Supports people in line with organisational values, policies and procedures

	<ul style="list-style-type: none"> • Understands recovery and works with a recovery focused approach • Promotes the right to self-determination, while protecting people, as far as possible, from danger or harm • Protects the rights and promotes the interests of people who use the service
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Conditions and Remuneration

Salary Package

£24,374 - £25,687 per annum pro rata (£12.50 - £13.17 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: Emma Wilson (Senior Operations Manager) at emma.wilson@penumbra.org.uk

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

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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 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.

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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.