



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health



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.



penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

Advertisement

Team Nurse

Location: Edinburgh Milestone ARBD

Salary: £30,828 - £39,107 per annum (£15.81 - £20.05 p/h equivalent)

Full Time – Fixed Term until 31st October 2026

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. Here you can start your day knowing what you do really does make a difference! This is an opportunity to work in a collaborative and learning focused environment working alongside a multidisciplinary team.

Penumbra Milestone is a 10 bedded step-down service providing short-term care and recovery (for approx. 12 weeks) for vulnerable men and women aged 18+ with a diagnosis of alcohol related brain damage (ARBD).

The service is alcohol-free and promotes recovery from ARBD through a wide variety of group work and 1-1 support. We utilise our specialist ARBD Toolkit, as well as Penumbra's wider HOPE toolkit and IROC (Individual Recovery Outcomes Counter), to support and encourage people to make positive changes in their lives. It is our goal to help people build resilience develop positive coping strategies to minimise the chance of relapse, increasing their chance of prolonged recovery from ARBD. During their stay, each resident benefits from the shared expertise of our multi-disciplinary team, with regular in-reach support from Occupational Therapy, Physiotherapy, Psychology, Social Work, Psychiatry and many other visiting professionals.

The service was developed to reduce the amount of time people with ARBD spend unnecessarily in acute hospitals, recognising that people with ARBD are often medically fit for discharge but due to cognitive impairment and ongoing addiction and social issues a return to the community is likely to lead to further A&E or acute hospital admissions. Addressing the needs of each resident in a holistic way with a focus on recovery, rehabilitation and re-enablement has substantial beneficial outcomes for the residents, their families, their communities and for acute hospitals and social services at a wider scale.

The service is a collaborative partnership between Penumbra Mental Health, NHS Lothian/Integrated Joint Boards and City of Edinburgh Council. Referrals come from acute and community hospitals in Lothian, with additional referrals from the regional alcohol detox unit.

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

penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

your own career path; developing new skills, accessing formal and informal learning experiences and providing opportunities to put your continual progress into practice.

penumbra.org.uk



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

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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

Job Description

Team Nurse

Service:	Edinburgh Milestone ARBD
Responsible to:	Operations Manager
Salary:	£30,828 - £39,107 per annum (£15.81 - £20.05 p/h equivalent)
Working hours:	37.5 hours per week
Location:	Edinburgh
Closing:	Sunday 17 th May at 7pm
Interview:	TBC
Special condition:	Local travel, evenings, weekends and out of hours on call cover.

Job summary:

The post holder will deliver safe and effective nursing care to people who have Alcohol Related Brain Damage, and associated health conditions. They will liaise and work in partnership with the relevant statutory, voluntary and independent agencies, ensuring that the work of Penumbra is promoted and publicised in a positive manner.

Main duties and responsibilities

- 🔗 Ensure that holistic person-centred support is delivered.
- 🔗 Be responsible for the assessment, planning, implementation and evaluation of programmes of support.
- 🔗 Use Penumbra's Recovery tools (e.g. I.ROC, HOPE toolkit) and NHS A.C.E. III.
- 🔗 Act as named nurse for designated people ensuring that needs are prioritised and flexible and individual preferences are given due importance.
- 🔗 Support people in their re-integration within the local and wider community.
- 🔗 Co-ordinate and participate in multi-disciplinary meetings regarding the assessment and review of individual support plans.
- 🔗 Ensure the maintenance of relevant documentation and data gathering systems.

penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

- Work with people, their carer's, and partner agencies to ensure the provision and development of the service reflects their needs and aspirations.
- Responsible for the implementation of the ARBD Step Down Service operational policies.
- Contribute to the development of the ARBD Step Down Service by providing advice and information to partners on all areas related to operational policy.
- Adhere to the Nursing and Midwifery Council Codes of Conduct and Professional Accountability.
- Ensure that the service meets National Care Standards and complies with Care Inspectorate requirements.
- May include outreach work across Edinburgh, Midlothian, East Lothian and West Lothian.

Person specification

Education/ Qualification s/ Training	Essential <ul style="list-style-type: none"> • Registered First Level Nurse qualification • Full Current NMC Registration
Knowledge and Experience	Essential <ul style="list-style-type: none"> • Illustrate considerable experience of working in a mental health or addictions setting. • Evidence of experience of working with people with ARBD. • Assessment, Implementation, Evaluation and Audit Care delivery. • Holistic, person centred support.
Role Specific Competency – Supporting People	Essential: <ul style="list-style-type: none"> • Consistently works with a person-centred approach. • Strives to establish and maintain the trust and confidence of people using the service. • Protects the rights and promote the interests of people using the service.

<p>Core Competency – Working with others</p>	<p>Essential</p> <ul style="list-style-type: none"> • Builds and maintains robust and co-operative relationships with team members and colleagues throughout the organisation. • Builds co-productive relationships, develops networks and promotes partnership working with other professionals. <p>Desirable</p> <ul style="list-style-type: none"> • Actively participates and provides valuable contributions to the project work of other organisations, professionals and the sector.
<p>Core Competency – Learn and apply</p>	<p>Essential</p> <ul style="list-style-type: none"> • Contributes to an organisational culture which values continuous professional development. • Demonstrates on-going positive and constructive self-reflection and resulting improvements.
<p>Core Competency – Communication</p>	<p>Essential</p> <ul style="list-style-type: none"> • Is skilled at explaining complex information concisely, clearly and accurately to inform and persuade others to take action. • Ensures a high level of two way communication with all stakeholders. • Adheres to and actively promotes the core values of Penumbra.
<p>Core Competency – Managing Self</p>	<p>Essential</p> <ul style="list-style-type: none"> • Manages own work life balance, and assists others to do the same as appropriate. • Uses research and evidence from practice to inform change within the organisation. • Is skilled at remaining positive and finding solutions to overcome adversity.
<p>Core Competency – Professionalism</p>	<p>Essential</p> <ul style="list-style-type: none"> • Develops clear, realistic, timely plans to produce desired results and ensures that action is taken to deal with any changes as they arise. • Supports a culture in which personal integrity thrives within a team. • Works to support a culture in which service quality and customer satisfaction are an organisational priority.

Other requirements	Essential <ul style="list-style-type: none"> • Ability to work unsocial hours at times.
---------------------------	---

Conditions and Remuneration

Salary Package

£30,828 - £39,107 per annum (£15.81 - £20.05 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: Tommy Pattison at tommy.pattison@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

penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

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.

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.

penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health

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.

penumbra.org.uk

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



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

Penumbra is a charity (SC 010387) and a company limited by guarantee (SC 091542) registered in Scotland.

A pioneering charity supporting people on their journey to better mental health