



Staff Recruitment Pack

Guided Self Help Practitioner

October 2025

Thank you for your interest in working with Mind in Furness

Who are we?

Mind in Furness is an independent mental health charity based in Barrow in Furness and working across Furness, South Lakes and Copeland.

We are an active member of the national Mind Federation, linking us with over 100 other local Mind organisations across England and Wales, providing excellent opportunities for good practice sharing and partnership working. We are, however self-funded and self-governed. Our purpose is to support people to achieve the best mental health and wellbeing possible. To achieve this, we:

- Support and empower individuals to address issues, develop coping skills and strengthen resilience by boosting confidence, motivation and increasing involvement.
- Advocate, challenge stigma, promote inclusion.
- Encourage service/community involvement and self-responsibility.
- Reduce isolation by creating social links, supportive networks and opportunities for peer support.

We believe that everyone can achieve good mental health and wellbeing and that resilience is the key to sustaining it.

We empower people to value and take care of their mental health. Our work ranges from 1:1 support (including Counselling) for people facing multiple and complex barriers, to preventative, educational and influencing work. We work in partnership with others to make mental wellbeing a priority.

We are determined to be an organisation that is representative of the diversity of the whole county and one that challenges the mental health inequalities faced by our communities.

Join us to connect, change and support people and minds.

Why Work for Us?

Everyone who works for Mind in Furness is fueled by a passionate belief that enabling people to achieve good mental wellbeing will reduce the number of people who go on to develop a mental health condition, and for those who do, to have a better chance of remaining well.

Equal Opportunities

Mind in Furness values diversity and difference. We welcome applicants from all sections of the community, particularly people with lived experience of mental distress. Our recruitment processes are fair and unbiased, and we do not tolerate discrimination on any grounds.

Working Hours

Our full-time hours are 35 hours per week. We are open to requests for flexible working hours, including compressed hours. Equipment is provided for anybody needing to work from home or from other venues in the community where appropriate.

Leave

Full-time staff have 30 days leave (Including bank holidays) rising with length of service to 37 days per year (pro rata for part-time)

Learning and development

You will have protected time during regular supervision sessions with your line manager to reflect on and plan the work you do.

We provide a wide range of learning opportunities, including shadowing other staff, as well as regular training courses.

Who You'll Work With

You will be part of a team of staff offering a range of support services. As a Guided Self Help Practitioner you will be supported and line managed by our Senior Practitioner.

Our Guided Self Help model is based on the principles of cognitive behavioural therapy (CBT), designed for adults who have mild to moderate mental health problems such as anxiety or low mood.

It can help with:

- anxiety and panic attacks
- coping with grief and loss
- loneliness and feeling lonely
- low self-esteem
- low mood and depression
- managing anger
- managing stress
- understanding menopause

As a trained practitioner you will provide an assessment and book a date and time sessions face-to-face or virtually.

Financial benefits

We offer the opportunity for staff to

save for their retirement by providing a workplace pension scheme, with options for matched contributions up to 5 %.

After completion of your probation, you will be eligible for the company sick pay

scheme, which offers 13 weeks (per rolling year) at full pay

Your Role

You would be joining our Support Services Team and delivering Guided Self Help to individuals referred into the service via 2 funded projects, Workwell and Transforming West Cumbria.

We're looking for someone who has experience of working in a supportive or therapeutic environment who is skilled in building relationships and understand the value of using therapeutic processes to tackle problems. A key aspect of your role will be supporting individuals to re-frame problems and find solutions and develop resilience.

Whilst this is not a “counselling” position, an understanding of counselling and listening skills and CBT principles is essential.

A good working knowledge of common IT software, including Office 365, is essential, as is experience of using video conferencing platforms such as MS TEAMS.

Being able to manage your own workload and keep on top of scheduling and prioritisation is a big part of the job.

This is an excellent opportunity for an enthusiastic and compassionate individual who is interested in working as part of a small team, supporting the development and delivery of Mind in Furness services therapeutic services.

Please note: Please note: Mind in Furness follows Safer Recruitment practices and has a commitment to safeguarding people who use our services. Therefore, this role is subject to an Enhanced Disclosure and Barring Service (DBS) check so all applicants must be willing to undergo the check. If invited to interview, we will ask you to provide evidence of your qualifications and right to work.

Job description

JOB TITLE	Guided Self Help Practitioner
Employer	Mind in Furness Ltd
REPORTING TO	Senior Guided Self Practitioner
Hours Worked Per Week	16 hours per week (days and hours to be agreed)
Salary	£24414.00pa (to be paid pro rata)

JOB PURPOSE	<p>Our Guided Self-Help service is a psychoeducational program designed to offer early intervention for individuals experiencing mild to moderate mental health difficulties. The aim of the service is to help individuals better understand their mental health challenges and equip them with practical tools, strategies, and resources to promote emotional well-being, challenge unhelpful thought patterns, and strengthen self-care.</p> <p>The programme is structured around a series of workbooks based on Cognitive Behavioral Therapy (CBT) principles. These are delivered over six sessions with a trained Guided Self-Help Practitioner, with each session lasting approximately 30 minutes. Practitioners use the workbooks as a guide to help individuals develop practical coping skills to manage a range of mental health issues, including:</p> <ul style="list-style-type: none"> Anxiety and Panic Attacks Low Mood and Depression Stress Management Low Self-Esteem Anger Management Grief and Loss Menopause-related challenges
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KEY RESPONSIBILITIES

1. To be responsible for a caseload of Guided Self Help clients.
2. To work with people to overcome early signs of mental health distress such as anxiety, depression and stress
3. To follow a set programme in providing graded exposure via a facilitated self-help model, including referring people to higher levels of intervention when required.
4. To accurately and efficiently manage all administration processes
5. To deliver an effective service to meet set Service Level Agreement targets.
6. To promote/publicise the service and establish positive customer engagement and input, as well as being involved in promoting general aspects of well-being.
7. To maintain all required records of clients to support the running of this project.
8. To work as part of the therapeutic team, the organisation wide team and independently within community settings
9. To develop and sustain positive relationships with key partner agencies and referral sources.
10. To undergo any training relevant to the role either internally or externally.
11. To promote the concepts of social inclusion, early intervention and recovery and ensure this underpins the direction of well-being centre activities. To work within Mind's ethos and Mission Statement.
12. Keep abreast of treatments, therapies, policy, legislation and local services relating to well-being.
13. To participate in supervision and annual appraisal with the relevant manager and attend training as required.
14. To participate in clinical supervision with the clinical supervisor.
15. To carry out any other tasks as reasonably required by management

Person specification

Mind in Furness is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Mind in Furness is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are required to take part in mandatory training. The organisation would expect the following from individuals applying for this post. **You will be asked to evidence these attributes/skills in your application and interview**

Essential/Desirable	
EXPERIENCE <ul style="list-style-type: none"> • Experience of working with individuals experiencing poor mental health • Experience of working with clients in assessing their needs, devising and implementing individual personal support plans and risk assessments • 12 months experience of using social care skills working face to face with the public, some of whom may present as emotionally upset or angry from time to time. • Level 3 in Health & Social Care or equivalent • 6 months of providing mental health/wellbeing services within primary care setting 	E E E D D
SKILLS AND ABILITIES <ul style="list-style-type: none"> • Excellent communication skills, both verbal and written • Able to use a computer and/or other electronic device • Ability and experience of working with a wide range of people • Good time management & organisational skills • Ability to problem solve • Team player • Clear understanding of signposting within mental health services • Ability to co-ordinate and prioritise a range of duties and responsibilities 	E E E E E E E
KNOWLEDGE <ul style="list-style-type: none"> • Knowledge of social care and the issues of supporting people with a range of mental health issues, including risk assessment. • Knowledge of the current trends in mental health provision including social inclusion, Monitoring and recovery. 	E D
Abilities <ul style="list-style-type: none"> • Ability to motivate people to engage in self-help activities. • Ability to offer various pathway options and promote client autonomy. • Ability to deliver the service as a standalone intervention and provide psycho-educational skills to enhance maintenance of wellbeing. • Ability to assess clients for suitability and make appropriate referrals when necessary. • Ability to identify and manage risk incidents. • Ability to work as part of a team and to work on own initiative. • Ability to liaise and communicate with colleagues, volunteers, external agencies and the public. 	All Essential

<ul style="list-style-type: none"> • Ability to carry out a range of office tasks (telephone, word processing, taking bookings, report writing, using databases) accurately and without supervision. • Ability to work within Mind's policy and procedures. • Ability to promote the concepts of social inclusion, early intervention and recovery and to work within Mind's ethos and Mission Statement. • Ability to assist with promotion of services. • Ability to work flexibly to meet the demands of the service, both in terms of hours and role, including occasional evening and weekend working. 	
<p>ATTITUDES</p> <ul style="list-style-type: none"> • Enthusiastic and innovative approach • Strong understanding of and commitment to empowering residents • Commitment to valuing fair access, diversity & anti discriminatory practice • Commitment to tenants/service user involvement • Flexible approach to working • Committed and supportive approach to the strategic aims of the organisation 	<p>E E E E E E</p>

How to apply

If you would like to discuss the job before applying, contact James Francis, CEO – james.francis@mindinfurness.org.uk

Applications must be submitted using a Mind in Furness job application form, which can be downloaded from our website www.mindinfurness.org or requested by email guidedselfhelp@mindinfurness.org.uk

The deadline for applications is 4.30am on Tuesday 14th October 2024.

Email your completed application form to info@mindinfurness.org.uk Please do not convert your form to a PDF, otherwise it will not be possible for us to remove the identifying information before sending your application to the recruitment panel.

Late applications will not be accepted. Those who do not adequately demonstrate how they fulfil the criteria required at application stage, will not be considered for shortlisting.

If you are successful you will be invited to attend for interviews in- person at the Mind in Furness office in Barrow in Furness. (Date to be confirmed)

If you have not heard from us by two weeks after the deadline, please assume that you have not been shortlisted on this occasion. The organisation regrets that it cannot provide feedback to unsuccessful applicants at the shortlisting stage.

If you have any questions about the application process or require support with the process, please contact us on 01229 827094.

Mind in Furness

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www.mindinfurness.org

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