



JOB DESCRIPTION & PERSON SPECIFICATION

Job title:	BMHF Signposting & Advice Officer (Part Time)
Employer:	Bangladeshi Mental Health Forum (BMHF)
Salary:	£12 per hour (negotiable for qualified candidates)
Length of contract:	Initially for a period of 4 months from 1st November 2021 to 28th February 2022 (with possible extension depending on continuation of funding)
Contract hours:	10-12 hours per week (initially) and possibly up to 16 hrs per week depending on workload and organised activities.
Core working hours:	Weekdays, flexible working from 9.30-3pm. Occasionally 8.30am and up to 4pm (dependent on work commitments)
Responsible to:	BMHF Operational Lead
Employment type:	Self employed
Work arrangement:	Home based, working in the community
Location:	Tower Hamlets (across all areas, specifically Stepney area)

Application Process

Please send a CV and a cover letter (specific to role) to info@bangladeshimentalhealth.org

The deadline for application submission is: **5pm, 22nd October 2021.**

If you would like more information on the role please contact Shamsur Choudhury on 0771 607 8840 or email shamsur@bangladeshimentalhealth.org

Background

The Bangladeshi Mental Health Forum (BMHF) is a registered charity that has been in existence since 1999 and has the following core objectives:

- To raise awareness of mental health within the Bangladeshi community (also other BME groups such as Somali, new migrants, hard to reach communities)
- To challenge stigma; stereotypes and prejudicial views
- To educate and advocate the importance of mental well-being

- To organise mental health awareness events and workshops
- To promote and campaign for better accessibility to mental health services
- To work in collaboration with service providers to meet the needs of Bangladeshi service users and carers
- To highlight the concerns of families, carers of service users and the community to commissioners and service providers.
- To represent the Bangladeshi community in formal mental health strategic meetings and forums
- To facilitate activities and signposting services in the community

The BMHF has primarily focussed its community engagement activities in the London Borough of Tower Hamlets. In Tower Hamlets the Bangladeshi community is the single largest ethnic group, around 32-34% of Tower Hamlets population is of Bangladeshi origin. Mental health is a major issue in the Bangladeshi community (despite many unreported cases) and the BMHF is the **leading** mental health charity that represents the interest of the Bangladeshi Community.

Please visit our website for more information on our work: www.bangladeshimentalhealth.org

Purpose of the Role

The BMHF are in the process of setting up in person signposting and advice sessions (a satellite service) across the borough in the different community settings (community centres, GP practices). These sessions will allow local people to access informal support about any mental or emotional wellbeing issues they are experiencing and for them to access (be signposted) relevant support and services if required. As stigma and lack of knowledge about local mental health service is a common issue within the community, our service will aim to tackle these issues and aspire to get local people the support they deserve to improve their life. The signposting and advice officer will be the key person to set up these signposting and advice sessions across the borough and offer local people in person and telephone based 1-2-1 support.

Main Duties & Responsibilities

1. Set up and manage the signposting and advice sessions in the different parts of Tower Hamlets.
2. Be present and support people that are accessing the sessions during the operating hours of provision.
3. Act as the first point of contact for signposting and advice enquiries by telephone, email and in person engagement.
4. Work with stakeholders and partners in the community (i.e. Schools, GP practices, faith group, etc.) and establish a collaborative working relationship.
5. Actively promote the signposting and advice sessions in the areas where service provision is set up and offered.
6. Support the set-up/management of a women's social group (Let's Talk Group) in Stepney.
7. Organise mental wellbeing workshop/events in the different parts of the borough.
8. Offer support with online workshops.
9. Maintain and update signposting and advice database and keep files and records of all BMHF activities within work remit.
10. Promote BMHF to the local community and local stakeholders.

Person Specification/ Key Requirements

1. Have a passion for mental health and raising awareness of mental health in the Bangladeshi community (essential)
2. Have a basic/good understanding of mental health (desirable)
3. Qualification in Information and Guidance, Advocacy or Counselling (desirable, not essential)
4. Experience of supporting people in a community in advocacy, 1-2-1 or counselling capacity (desirable)
5. Experience of partnership building and networking with key stakeholders (essential)
6. Experience of community development /community networking experience (desirable)
7. Be a good listener/ emphatic/supportive nature (essential)
8. Be a good communicator (essential)
9. Be able to work on own initiative and independently (essential)
10. Be able to speak fluent Bengali/Sylheti (essential)
11. Have good organisational and administrative skills, including ability to take notes, maintaining databases (essential)
12. Have good working knowledge of Microsoft office software including Word, Excel, PowerPoint, and Access.
13. Have the capacity to work flexible hours during the core work hours (9.30-3pm) and work flexibly as required.

Other Information

If you are a student (in the mental health or counselling field) we are happy for offer supervision/work experience as required by your course/university.

The successful candidate is expected to start on the 1st week of November 2021.

BMHF

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