



One Place East

Where disability matters

98-100 Ilford Lane, Ilford, Essex, IG1 2LD
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Person Specification: Project Admin Assistant - Next Steps

Candidates must be able to demonstrate that they have:

1. Lived experience of mental health issues.
2. Experience of using children and young people's mental health services such as CAMHS.
3. Ability to work with children and young people in a respectful, enabling and facilitative manner.
4. Excellent interpersonal skills and the ability to communicate effectively with a wide range of people.
5. Strong written English and the ability to produce clear information/correspondence.
6. A good standard of computer literacy and experience of using Microsoft software including Word, Outlook, Access, Excel and Powerpoint.
7. Knowledge and experience of engaging with social networks and updating social media platforms.
8. Ability to work proactively, to organise own workload, to manage time effectively, and to work within recognised procedures.
9. Strong commitment to implementing equality of opportunity in service delivery, to valuing diversity, and experience of working in a multi-ethnic environment.
10. An understanding of the challenges affecting young people and their mental health.
11. An understanding of confidentiality, risk and safeguarding practice
12. A flexible approach to work, which may from time to time involve occasional out-of-hours' work.
13. A willingness and ability to travel within the London Borough of Redbridge and surrounding areas.



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