

Primary Care Wellbeing Advisor

June 2025

Havant and East Hampshire Mind
Havant Wellbeing Centre
Dunsbury Way
Havant
PO9 5BG

02392498916

www.easthantsmind.org

Re: Primary Care Wellbeing Practitioner

Dear Applicant,

Thank you for your enquiry about the above post.

This pack contains the job advertisement, job description and person specification.

For more information about the role and our services, please see our website at www.easthantsmind.org or to discuss the role, contact Lauren Elliott, Primary Care Team Manager - Lauren.Elliott@easthantsmind.org

To apply, please submit your application form which should outline why you are suitable for the role. Please refer to the person specification when completing your application.

Please return completed applications to the HR Officer at hr@easthantsmind.org

Yours sincerely

Lauren Elliott
Primary Care Team Manager

The benefits of working with HEH Mind

Make a real difference to local people

We're a local Hampshire charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable and dedicated team with a big heart.

Holidays

- It's important to take time off. We give you 25 days a year, increasing by one day per year of service up to 30 days, and bank holidays (all calculated pro-rata for part-timers). We also give an additional winter's leave day in late December.
- Employees are also gifted a days' leave to celebrate their birthday.

Learning, growth and development

- We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring.
- Everyone, regardless of role, is offered free Connect 5 mental health and wellbeing training.
- As a rapidly growing organisation there are regular opportunities to grow and develop within roles and through internal promotions.
- Joining HEH Mind makes you part of the Mind Federation, which includes 110 local Minds across England and Wales and access to the Open hub platform and learning, development and good practice sharing opportunities.

Workplace wellbeing

- As workplace wellbeing experts you will be joining a workplace with a strong employee wellbeing focus. Which includes engagement opportunities such as our monthly digital 'Break Room' to meet staff from across the charity.
 - Remote and homeworking flexibility (dependent on role requirements).
 - We are a Mindful employer + accredited. All staff have access to our confidential 24/7 employee assistance programme.
 - If you use a PC within your role, we will provide free eye tests, if necessary.
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Job Advert

We have exciting opportunity to join our NHS Primary Care team at Havant and East Hants Mind as a Primary Care Wellbeing Advisor.

The Primary Care Wellbeing Advisor is a vital role based within local GP surgeries to help the local community with their mental health and wellbeing. The PCN Wellbeing Advisor will see patients on an individual basis to understand their mental health needs and to identify the most appropriate method to help and support them.

This service enhances the support GP practices offer to their patients with a range of mental health issues through a collaborative and integrative approach. The ideal candidate must be empathetic and have experience working with people with mental health issues, they must be able to work collaboratively within the PCN but also be able to work independently to manage their own diary and book appointments.

This is a great opportunity for anyone looking to get into a career within the charity or mental health sector or someone who has a background in mental health intervention and support and would like to make a difference in their local community.



Job Description

Job title:	Primary Care Wellbeing Advisor
Salary and grade:	£25,992.05 per annum. Actual salary £14,049.76
Contract:	Fixed term contract for 6 months.
Contracted hours:	20 hours per week
Working base:	GP Surgery within Hayling Island and Emsworth
Reports to:	Primary Care Team Manager
Reports:	No
Checks made:	Enhanced DBS and 2 satisfactory references

Purpose of Post

Working collaboratively with GP surgeries, the main purpose of this post is to advise, support and help patients with their mental health through a range of techniques and practices.

Key Responsibilities

- To engage with patients and undertake initial assessments in order to identify individual needs and goals
 - To meet with patients on an individual basis to monitor agreed plans and progress towards achieving identified goals
 - To help patients develop tools and strategies which will enable them to better manage their own mental wellbeing
 - To develop care plans for those individuals with identified needs
 - To provide information which promotes mental wellbeing and to contribute to health promotion activities across the network
 - To encourage patients to access facilities, groups and other resources within the local community
 - To share with other staff within the primary level mental health service and other agencies as appropriate information regarding the patient's wellbeing in line with HEH Mind policies and procedures
 - To gather feedback from patients via questionnaires and face-to-face discussions as appropriate
 - To attend meetings of the multi-disciplinary primary level mental health team which will focus on the most appropriate support for individual patients
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- To record progress on patient records using the EMIS (or equivalent) system in line with GP practice/NHS IT Policy and Procedures and HEH Mind Policy and Procedures
- To refer to secondary care mental health services where appropriate
- To adopt a multi-agency approach to a person's care, building and establishing close working relationships with all partner agencies
- To attend staff meetings, supervisions, appraisals and training events as directed by your Line Manager
- To adopt a Hybrid approach, maximising working hours effectively
- Any other task requested by your line manager within the scope of this role

General Duties

- To uphold the aims and values of Havant and East Hants Mind
 - To contribute to the ongoing development of the service and to best practice
 - To work within Havant and East Hants Mind policies and procedures
 - All employees have a duty and responsibility of their own mental health and others
 - All employees have a responsibility to prevent abuse and neglect and report concerns
 - All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with current data protection legislation and security and confidentiality policies
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Person Specification

Essential
Educated to a minimum level 2 standard or extensive relevant experience
Experience of working with vulnerable people with diverse needs
Being able to communicate with people from diverse backgrounds
Experience of working in a mental health setting
Ability to work on own initiative and independently, but also working within the wider PCN team.
Excellent written and verbal communication skills
Proficient IT skills, including Microsoft Office
Ability to understand and assess risk
Ability to self-reflect and learn from experience and specific situations
A positive and professional attitude
Desirable
Experience of using assessment tools
Good local knowledge or the ability to research and identify appropriate community resources
Knowledge of the links between physical health and mental health

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