**Project Officer for the Haringey Suicide Prevention Group (HSPG)**

The Haringey Suicide Prevention Group is an inter-agency group leading the strategy for suicide prevention in Haringey, hosted by Mind in Haringey.

HSPG members include statutory and non-statutory organisations, local MPs, Metropolitan Police, GPs, DWP, Mental Health professionals and volunteers alongside local residents affected by suicide. More information can be found [here](https://www.mindinharingey.org.uk/our-services/suicide-prevention/).

**Job Description**

Part-time: 8 hours p/week (possibility of sharing hours between MiH office and home) May be required to attend additional meetings outside of scheduled hours from time to time

Salary:

* Responsible for overseeing and coordinating HSPG quarterly meetings. Our meetings take place on Thursdays between 2-430pm at MiH. Generally attended by 20/30 people.
* Managing and distributing of minutes of HSPG meetings, this may include taking of minutes.
* The Project Officer, alongside the HSPG Chair, is responsible for researching areas of discussion for HSPG meetings, arranging talks that will enhance the groups understanding of gaps in services, in particular with regards to specific communities.
* The Project Officer is also responsible for looking at how to expand the membership to include as many representatives from the local area to discuss and share insight into suicide prevention and awareness.
* Responsible for managing the implementations of actions as outlined from HSPG meetings, alongside the regular review of the Haringey Suicide Prevention Plan created in collaboration with Haringey Public Health.
* Responsible for HSPG administration including membership contact information
* Reports to HSPG Chair and MiH CEO, and is required to provide reports outlining HSPG progress and plans.

**HSPG meetings** – Last meeting of 2020: Thursday 10th December, shorter time of 2-330pm online, via Zoom.

**Person specification**

Organised

Attention to detail

Able to work unsupervised

Resourceful

Good communicator

Interest in one or more of the following – suicide prevention and awareness, mental health issues and public health policy.

It is important to be aware that at times, in particular during meetings, but not only, personal experiences are sometimes shared, it is therefore essential that the applicant understands the importance of confidentiality, and of sensitivity to others as well as self.

If possible experience of minute-taking, or experience of taking detailed notes and writing up accurately.

Ideally local to Haringey, or neighbouring boroughs, but not essential

The role offers the opportunity to gain an insight into mental health services, as well as many local support services. There is also scope for the right applicant to develop the role. New ideas and proposals are both encouraged and supported.