**Job Title:** Information, Advice and Guidance worker

**Salary:** £24,280. Actual - £12,140.

**Hours:** 18 hours per week (excluding breaks)

**Contract Term:** Permanent subject to funding.

**Holiday**: 22 days annual leave, rising to 27 after 5 years of service (pro rata)

**Public holidays**: 8 days bank holiday

**Pension**: Non-contributory pension plan

**Flexible working options**

**Location:** Bolton

**Application deadline:** **Monday 18th November 2024 @ 09:00**

**Interviews:** To be advised.

**Overview of the role**

**Background:**

This is an exciting opportunity to play an important role at a critical juncture in our organisation's development. Due to the increasing demand for MhIST services, we are looking to increase our team with a part-time Information, Advice and Guidance [IAG] worker who will help our advocacy team to ensure that we are able to handle the small, resource and time intensive, but equality important, problems that people bring come to us with.

MhIST is a Bolton based, user led mental health charity. We have been in existence since 1992 and are planning significant developments in our service offering. MhIST already offers support to over a thousand people a year and we know that this number is only scratching the surface of need. Our existing services include advocacy, self-help and talking therapies, all delivered by teams of experienced and trained professionals.

**The role:**

The Information, Advice and Guidance role forms part of our National Lottery Funded project, ‘Managing My Mental Health’ and is located in our advocacy team.

The role will include triage provision in helping to assess needs e.g., reducing suicide risk and refer beneficiaries to appropriate and more importantly immediate support either at MhIST or externally. Typically, interventions will be short and usually, but not always, once off in nature.

Usually you will be working with people who have relatively low needs but you will be able to assist people with higher or complex needs to access services which are appropriate for them.

The support we envisage will typically be things like:

* Helping people to access the most appropriate service for their needs.
* Providing advice to help prevent the worsening of symptoms.
* Basic welfare benefits and other financial information
* Making sense of forms and paperwork
* Providing information about available services in the local area

The deadline for applications is: **Monday 18th November 2024 @ 09:00**

Application packs can be downloaded from our web site. Please return completed forms to: jobs@mhist.co.uk.

If you would like to discuss this opportunity, please contact Melvin Bradley on 01204 527200.