



For better  
mental health

**Mind in Bexley**

240a Broadway  
Bexleyheath  
Kent  
DA6 8DG

T: 020 8303 5816

www.mindinbexley.org.uk

PRIVATE & CONFIDENTIAL

**PERSONAL SPECIFICATION**  
**Independent Mental Health Advocate (IMHA)**

Outlined below are the experience, skills, knowledge and management competencies required to carry out the tasks described within the job description. Please ensure that you use examples to demonstrate that you meet each individual criterion within the application form. Criteria marked 'A' will be used to shortlist candidates and criteria marked 'I' will be assessed during the interview stage.

No.	Experience	Assessment Processes
1	At least one year's experience of advocacy working with issues pertaining to at least one of the following areas: mental health, learning difficulties, asylum or immigration, criminal justice system and or a human rights agency.	A & I
2	Preferably experienced in working with people detained under the Mental Health 1983 as amended 2007.	A & I
	<b>Skills</b>	
3	Demonstrable ability to advocate on the behalf of others.	A & I
4	Ability to prepare and provide written and verbal reports of a high standard to internal and external agencies.	A & I
5	Ability to prioritise and organise your own caseload and maintain up to date records of work undertaken.	A & I
6	Ability to work as part of a team and on your own initiative.	A & I

Community  
Legal Service



**Honorary President**  
The Mayor of Bexley

**Chair**  
Shaheen Westcombe  
**CEO**  
David Palmer

Mind in Bexley Limited  
Registered in England No:  
5393807  
Registered Office:  
240a Broadway,  
Bexleyheath, Kent  
DA6 8DG  
Reg Charity No: 1110130  
Registered under the  
Data Protection Act



For better  
mental health

	<b>Knowledge</b>	
7	Understanding of and demonstrable commitment to equal opportunities and diversity.	A & I
8	Understanding of issues pertaining to user empowerment or participation.	A & I

	<b>Personal Contribution</b>	
9	Motivated, adaptable, perseverant and accurate.	A & I
10	Takes responsibility for organising own work effectively and for delivering results.	A & I

	<b>Working with others</b>	
11	Written and oral communication is concise and accurate.	A & I
12	Develops and maintains positive working relationships, based on self-awareness and openness to making personal changes.	A & I

	<b>Organisational contribution</b>	
13	Focused on views and needs of service users. Ability to apply the principles of diversity and equality in the provision of the service.	A & I
14	Ability to build up and maintain a network of external contacts who can help achieve service goals.	A & I
15	The ability to use IT systems to support the achievement of personal and collective work goals.	A & I