

Job Description

Title: Assistant Psychologist (Widening Access Scheme)

Location: Milton Keynes (MK)

Reporting to: Clinical Psychologist

Accountable to: Clinical Lead / MK Wellbeing Service Team Manager

Contract: up to 8 months for 0.4FTE or 2 days a week

JOB PURPOSE:

This post forms part of the Widening Access Scheme, designed to create inclusive opportunities for individuals from under-represented backgrounds to enter psychological professions.

The Assistant Psychologist will support the delivery and development of innovative digital mental health interventions, promote community, service user participation and co-production, and contribute to service evaluation and quality improvement within CHUMS.

The role provides structured development opportunities, supervision, and support to progress within psychology and mental health careers.

THE CANDIDATE:

You will:

- Have appropriate qualifications and experience (outlined in the table below)
- Live in / near Milton Keynes and know the communities and services / have experience of community working in MK
- Identify as being from an under-represented background for the area and / or profession e.g. one of the following - ethnic minorities, lower socioeconomic experiences, sex (male), disability or neurodivergence
- Ideally informally speak a non-English language
- Be compassionate, willing to learn and put things into practice
- Be proficient in using technology to support working tasks and processes (e.g. Microsoft 365, AI, Canva) and be able to learn new packages quickly to support service development



DUTIES AND RESPONSIBILITIES:

As a new role there is some scope for personalisation to the candidate and the current needs of the service. The tasks will likely cover the following:

1. Digital Intervention & Innovation

- Support the development, implementation, and evaluation of digital mental health interventions (e.g. apps, online programmes, virtual groups).
- Assist in adapting psychological materials for digital platforms, ensuring accessibility and engagement for children, young people, and families.
- Monitor engagement and outcomes from digital interventions and support data collection.
- Work collaboratively with clinicians to integrate digital approaches into clinical pathways.

2. Community and Service User Engagement, Participation & Co-Production

- Attend local events to promote to raise awareness of the service.
- Facilitate and support service user initiatives and programmes.
- Promote the active involvement of service users in service design, delivery, and evaluation.
- Assist in organising workshops, focus groups, and consultation activities.
- Ensure diverse voices are heard, particularly from underserved or marginalised communities.

3. Service Evaluation & Quality Improvement

- Assist in the design and implementation of service evaluation projects, audits, and outcome monitoring.
- Collect, analyse, and present data under supervision (quantitative and qualitative).
- Support reporting on service performance, impact, and outcomes.
- Contribute to quality improvement initiatives and innovation projects.
- Maintain accurate and secure records in line with data governance standards.

4. Clinical & Service Support

- Provide administrative and clinical support to the team under supervision.
- Assist in preparing materials for therapeutic work (including psychoeducation resources).
- Participate and aid in the development of therapeutic group programmes across the service.
- Observe and, where appropriate, co-facilitate group interventions under supervision.
- Support triage processes and contribute to care planning discussions where appropriate.
- Dependent on the experience of the candidate there may be opportunity to deliver 1:1 support

5. Professional Development (Widening Access)

- Actively participate in supervision, training, and reflective practice opportunities.
- Develop knowledge of psychological theories, research, and evidence-based practice applied to children, young people and their families.

- Carry out literature searches in various databases to ensure that the evidence on which the services interventions are based is continually updated
- Engage in CHUMS broader support and governance systems i.e. clinical hub meetings, The Hive (our environmental group).

COMMUNICATION AND RELATIONSHIPS:

Key relationships:

- Clinical Supervisor
- Service Manager
- Head of Service
- CEO
- Clinical Team

PHYSICAL:

- Good keyboard skills

POLICY AND SERVICE:

- Follows policies in own role

INFORMATION RESOURCES:

- Records personally generated information
- Ensures systems are kept up-to-date with client/visit information
- Writes reports in relation to the needs of individual children, young people and their families to other agencies where appropriate
- Can evidence projects where their use and development of I.T systems has been supportive of their role

RESEARCH AND DEVELOPMENT:

- Undertakes occasional research projects in own specialist area as required

FREEDOM TO ACT:

- Ability to prioritise own workload effectively under supervision
- Ability to use own initiative, make decisions and plan time effectively ensuring deadlines are achieved

ADDITIONAL INFORMATION:

MENTAL EFFORT:

- Frequent concentration required with interruptions
- The ability to work under pressure and prioritize workload as appropriate

EMOTIONAL EFFORT:

- Exposure to distressing or emotional circumstances



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WORKING CONDITIONS:

- Use of a computer and screen for significant part of the day

GENERAL TERMS AND CONDITIONS**Variation**

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake on-going personal, professional and management development in line with the responsibilities of the post.

Equal Opportunity

All employees must comply with CHUMS Social Enterprise Equal Opportunity Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information

Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post

CHUMS Social Enterprise CIC

PERSON SPECIFICATION

Assistant Psychologist

Requirements	Essential	Desirable	Assessed
Education and Training	- Undergraduate psychology degree (2:2 and above – a 3rd will be considered based on fit – e.g. experience and demonstration of skills and role criteria) - Membership of BPS	Other training relating to working with children, young people and families	Interview Application
Knowledge and Experience	- Understanding of the needs of children/young people and their families with a variety of mild to moderate emotional wellbeing and mental health difficulties - Experience of recording and reporting on data - Identify as being from an under-represented background - Able to apply statistical knowledge to provide clinical audit/evaluation	- Research experience - Experience of working with a range of professionals and service users from a range of backgrounds - Experience of working with children and young people in both a group and individual setting	Application Interview
Skills and Abilities	- Excellent communication skills in supporting both adults and children as well as other professionals - Proficient in I.T skills relevant for the role		Interview



Requirements	Essential	Desirable	Assessed
Personal Qualities	• Warm facilitating style with children, families and other professionals and the ability to work co-operatively for the benefit of service users. • Awareness of own skills and a willingness to give things a try under supervision i.e. appropriately asks for guidance • Ability to cope with multiple demands on time • Ability to manage time effectively and prioritise workload • Ability to deal with highly distressing and emotive situations • A demonstrated commitment to service development through service user engagement, data evaluation and audit		Interview
Other Requirements (e.g. UK driving licence, shift/weekend working, travel away from home)	• Driver • Potential for hybrid working – needs to be able to access a confidential space for online work • Ability to work flexible hours to meet the needs of the service		Interview

Candidates will only be invited for interview if they meet the essential criteria for this post. The desirable criteria will be used to shortlist where the application of the essential criteria only, produces a large number of applicants.