

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: [info@mindout.org.uk](mailto:%20info@mindout.org.uk)

reg. company no. 7441667

Charity Number 1140098

Dear Applicant,

Thank you for your interest in the **Administrator** post with MindOut.

Enclosed with the application pack are:

* a job description
* a person specification
* terms and conditions for the post
* background information about the project
* an application form

If you would like this information in another format, e.g. large print or spoken onto tape, please let us know.

The post is for 24 hours per week and is a permanent contract subject to on-going funding. You will need to work every Monday but the remaining hours can be worked flexibly by arrangement. The post holder will be based in our office at Community Base, 113 Queens Road, Brighton.

Applications will be judged according to the criteria of the job description and person specification as required by our Equality, Diversity & Anti-discrimination and Recruitment Policies. Please make sure you answer every point in the person specification on your application form, paying attention to essential criteria. All successful applicants are subject to a Disclosure Barring Service check (formally CRB).

Please return your application form to myself at [info@mindout.org.uk](mailto:info@mindout.org.uk) or to the above postal address. I regret we are unable to accept late applications. The closing date for applications is midday, **Thursday 18th July** and interviews will be held on **Wednesday 24th July.**

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut**

**lesbian, gay, bisexual and transgender mental health project**

**Job Description**

**Job Title** Administrator

**Responsible to:** The Director

**Summary of Duties**

* to be responsible for all organisational administrative tasks
* to develop and maintain efficient office systems
* to develop systems to maintain client data base

**Main Tasks**

1. To be responsible for all organisational administrative tasks to include word processing, shredding, photocopying and data entry; taking enquiries and requests and ensuring clear and full messages via phone, email or in person are relayed to the relevant staff member or followed up as necessary
2. Compose and produce letters, documents, reports and presentations in a range of formats as requested by members of staff
3. Collate and maintain statistical information using databases and spreadsheets with regard to all areas of MindOut’s work.
4. Be responsible for updating areas of MindOut’s website and social media outlets with new information where required
5. Devise and maintain office systems, organise and store paperwork, documents and computer based information. Maintain and develop filing systems and operational procedures for the secure retention of information relating to MindOut’s work and the retrieval of such information as required.
6. Be responsible for all administration tasks relating to the recruitment, training and induction of staff and volunteers.
7. Undertake administration tasks relating to finances/accounts such as petty cash reconciliation.
8. Carry out background research and present findings in subjects which are relevant to the work of MindOut.
9. Organise and attend meetings, events and conferences where appropriate including booking rooms, arranging catering, preparing and circulating agendas and confidential minutes in a variety of formats (written, large print, audio etc.)
10. Organise mailshots and other publicity tasks to promote the work of MindOut
11. Maintain strict confidentiality with regard to information given by and information about service users

**General Responsibilities**

1. Attend as appropriate meetings with the Director, staff team and MindOut executive and sub committees
2. Prepare regular reports as required by the Director, MindOut committees or the project funder
3. Carry out other such tasks as appropriate in negotiation with the Director, which may be reasonably expected
4. Carry out all responsibilities with regard to MindOut’s Equality, Diversity and Anti-discrimination Policy and all other policies
5. To participate in relevant training and self -development

This job description will be reviewed periodically with the post holder to take account of changing demands.

**PERSON SPECIFICATION**

Outlined below are the experience, skills, knowledge and 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 on your application form. Criteria marked ‘A’ will be used to shortlist candidates and criteria marked ‘I’ will be assessed during the interview stage. Criteria marked E are Essential to the role, D are desirable for the role.

| No. |  | Assessment **Process** | Essential/ **Desirable** |
| --- | --- | --- | --- |
|  | Experience |  |  |
| 1 | Experienced in providing administrative support in a dynamic, third sector environment. | A & I | E |
| 2 | Excellent customer service to both internal and external customers | A&I | E |
| 3 | Ability to handle a wide range of activities and prioritising these effectively | A & I | E |
| 4 | Personal understanding and experience of lesbian, gay, bisexual and trans issues. | A & I | D |
|  | **Skills** |  |  |
| 5 | Meetings administration and effective minute taking skills. | A&I | E |
| 6 | Good written and proof reading skills. | A & I | E |
| 7 | Good numeracy skills | A & I | E |
| 8 | Ability to use initiative and make effective decisions. | A & I | E |
| 9 | Copy and report typing skills (typing speed minimum 50 words per minute). | A&I | E |
| 10 | Written and oral communication is concise and accurate. | A & I | E |
| 11 | Accuracy and attention to detail, and the ability to work to tight timeframes | A & I | E |
| 12 | Administrative/secretarial qualification | A & I | D |
| 13 | Database skills | A & I | D |
|  | Knowledge |  |  |
| 14 | Ability to use a comprehensive range of IT software (Microsoft Outlook, Excel, Word, Internet Explorer and PowerPoint) and the willingness to train in additional IT skills as and when required. | A&I | E |
| 15 | Understanding and commitment to MindOut’s aims, values and objectives. | A & I | E |
| 16 | Some understanding of the main issues facing people experiencing mental health difficulties. | A & I | D |
|  | **Personal Contribution** |  |  |
| 17 | Takes responsibility for organising own work effectively and for delivering results. | A & I | E |
| 18 | Committed and reliable member of team and understands impact of role on others. | A & I | E |

**MindOut**

**Recruitment information 2013**

**Who we are**

MindOut has been working with LGB&T people with mental health issues in Brighton and Hove for the last 14 years. We provide:

* advice, information and advocacy for individuals
* group peer support
* suicide prevention initiatives, including Out of the Blue peer support group
* social groups and outings
* Wellbeing courses and workshops
* Anti-stigma events and campaigning
* Peer Mentoring and on-line support
* activity groups including an allotment group
* service user involvement throughout our work
* mental health promotion within LGB&T communities, including events
* LGB&T affirmative practice training for mental health service providers

All of our work is provided by out LGB&T mental health workers. We aim to create a safe place for people to be LGB&T and explore their mental and physical health.

**Our Services**

All of our services are independent, confidential, flexible and work alongside service users. Our Advocacy provides support, representation, information about rights, medication, treatment and any other relevant issue tailored to an individual’s need. Currently, the Team Leader responds to all requests for advice, information and advocacy and oversees the group work service.

In June 2012 MindOut were awarded a £385,000 (over 5 years) grant from the Big Lottery, Reaching Communities Fund which has enabled us to create a much needed administrator post to help support the development and expansion of the organisation and our services across East and West Sussex. Funding for this post is from the Big Lottery and is available until 2017. Further funding for the Administrator post is from the Peer Mentoring/on-line service and the Anti-Stigma project. This funding is for 2 years.

**Group Work Service**

MindOut’s group work service offers a range of peer support groups on Tuesdays between 4.15 and 7.00pm, Out of the Blue suicide prevention group on Thursdays between 12.30 and 2.30pm.

**Anti-Stigma and Mental Health Promotion Events**

MindOut runs events to reduce stigma both around LGB&T mental health and mental health in general within LGB&T communities and to promote mental health. The Administrator will be expected to contribute to the organisation and running of these events as and when, occasionally in the evenings and at weekends.

**MindOut’s History**

For the first 12 years, MindOut was a project within Mind in Brighton and Hove. From 1st April 2011 MindOut became an independent organisation, a charity and a company limited by guarantee.

**Staff Team**

The MindOut staff team consists of the Director, the Team Leader, the Advocacy Worker, the Peer Mentoring Coordinator/Wellbeing Practitioner, the Anti-Stigma Coordinator, three group workers working between 5 and 10 hours per week and 25 volunteers.

**MindOut**

**Administrator**

**Statement of Main Terms and Conditions of Employment**

This is a permanent position, subject to a probationary period of 6 months.

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| **Hours of Work:** |  | 24 hours per week, usually between the hours of 9am and 5pm. |
|  |  |  |
| **Salary Scale:** |  | NJCpt12 (currently £15,039) pro rata for 24 hours per week, i.e. £10,498 p.a. |
|  |  |  |
| **Holidays:** |  | The post holder is entitled to 29 days leave per year, excluding bank holidays, pro rata for hours worked |
|  |  |  |
| **Expenses:** |  | MindOut will reimburse the post holder the costs of authorised travel and other expenses. A mileage rate is payable for the use of a private car or bicycle. |
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| **Pension:** |  | MindOut provides a 5% contribution to a personal pension scheme to match employee contribution. |

The post is subject to satisfactory enhanced Disclosure and Barring Service (DBS) check.



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| **Please complete in type or black ink** |

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| **Application for the appointment of:** |  |

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| **PERSONAL DETAILS (IN BLOCK/CAPITAL LETTERS)** |

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| **SURNAME & TITLE** | | | | | |  |  | | |  | | | **FIRST NAME** | |  | |  | | | |
|  | | | | | | | | | | | |  | | | | | | | | |
| **ADDRESS** | | | | | |  |  | | | | | | | | | | | | | |
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| **TEL - Home:** | | | |  |  | | | **Work:** |  | |  | | |  | | **Mobile:** | |  | |  |
|  |  | | | | | | | | | | | | | | | | | | | |
| **E- mail** | |  |  | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | | |
| If you are currently employed, may we contact you discreetly at work? | | | | | | | | | | | | | | | | | | | Yes/No | |

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| --- | --- | --- |
| **EDUCATION AND TRAINING** | | |
|  | | |
| Please give details of your educational qualifications and experience including short courses where appropriate. Please continue on additional sheets if you need to expand this section. | | |
|  | | |
| **Venue** | **Date** | **Courses/Qualifications** |
|  |  |  |

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| **EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)** |
|  |
| **List in date order with present or most recent first** |
|  |
| Please continue on additional sheets if you need to expand this section. |

| **Name and Address of Employer** | **Job title and brief description of responsibilities** | **From** | **To** | **Reasons for leaving** |
| --- | --- | --- | --- | --- |
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| If you are currently employed, please state your notice period: |  |

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| **GAPS IN EDUCATION/EMPLOYMENT HISTORY** |
|  |
| **If you have any gaps of 6 months or more in your education/employment history, please let us know in the following table.** Please continue on additional sheets if you need to expand this section. |

| **From** | **To** | **Reasons for gap** |
| --- | --- | --- |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST** |
|  |
| This is the most important part of the form. The person specification lists the knowledge and skills you need to do the job. These will not necessarily be gained through paid employment. They can also be gained through voluntary work and life experience. If you do not meet all the criteria it is unlikely that you will be short listed for interview. |
|  |
| When completing this section it is useful to use the criteria listed in the person specification as headings and under these please give examples by referring to your professional, academic, personal life or voluntary work. Use extra sheets if you need to and make sure they are clearly marked with your name and the title of the job for which you are applying. |
|  |
| **Knowledge, skills and experience relevant to the post: Statement** |
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| **Knowledge, skills and experience relevant to the post (continuation)** |
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I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

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| --- | --- | --- | --- |
| Signature |  | Date: |  |

| **REFERENCES** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Please give details of two people to whom we can apply for references concerning your suitability for this post. One of these should be your current or most recent employer. Please note we **DO NOT** accept friends or family members as referees. If you do not wish us to contact either referee before informing you, please make this clear. Any offer of employment will be subject to satisfactory references. | | | | | |
|  | | | | | |
| Name: |  | | Name: |  | |
|  |  | |  |  | |
| Job Title: |  | | Job Title: |  | |
|  |  | |  |  | |
| In what capacity do you know them? |  | | In what capacity do you know them? |  | |
|  |  | |  |  | |
| Address: |  | | Address: |  | |
|  |  | |  |  | |
| Post code: |  | | Post code: |  | |
|  |  | |  |  | |
| Telephone: |  | | Telephone: |  | |
|  |  | |  |  | |
| E-mail: |  | | E-mail |  | |
|  |  | |  |  | |
| Can we contact before interview? | | Yes/No | Can we contact before interview? | | Yes/No |

| **APPLICANTS WITH DISABILITIES** |
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|  |
| MindOut LGB&T Mental Health Project is committed to employing people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the post: |
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| Disciplinary /Criminal Record | |
| --- | --- |
|  |
| MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. |
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| **Disciplinary**: Have you ever been the subject of disciplinary action in the past? No  Yes  **If Yes**, please give details below   |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Employer** | **Subject** | **Outcome** | |  |  |  |  |   **Convictions**: Have you ever been cautioned by the police or convicted of a criminal offence? No  Yes  Have you ever been referred to the children’s or adult’s ‘barred’ list? No  Yes  **If Yes to either question,** please give details on a separate sheet. Note, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working directly with vulnerable adults, in which case both spent and unspent convictions cautions, bind overs and pending prosecutions must be declared. | |

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| **THIS SECTION WILL BE DETACHED AND WILL NOT BE SEEN BY THE SELECTION PANEL. IT WILL BE USED ONLY FOR MONITORING PURPOSES** |

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| **EQUAL OPPORTUNITIES IN EMPLOYMENT – STATEMENT OF POLICY** |
|  |
| MindOut LGB&T Mental Health Project is an equal opportunities employer and will apply objective criteria to assess merit. MindOut LGB&T Mental Health Project aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national original, sex, marital status, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. MindOut LGB&T Mental Health Project in particular is anxious not to discriminate against applicants who have received psychiatric services. |
|  |
| Selection criteria and procedures will be reviewed frequently to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress within and outside the organisation. MindOut LGB&T Mental Health Project is committed to a programme of action to make this policy fully effective. |
|  |
| Would you please provide the following information which will be treated as confidential but which will assist us to monitor and implement our Equal Opportunities Policy. We would appreciate your co-operation. However, your application will not be affected by the information provided or if you choose not to complete part or all of this section. |

|  |  |
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| APPLICATION FOR THE POST OF: |  |

|  |  |
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| Please state here where you saw the post advertised (e.g. Guardian, Voice) |  |

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| **DOB:** |  |  |

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| **How would you describe your gender?** |  | Female |  |  | Male |  |  | Other |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you or have you ever identified as transgender?** |  | Yes |  |  | No |  |  |

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| --- |
| **How would you describe your sexual orientation?** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  |  | Gay |  |  | Heterosexual |  |  | Lesbian |  |  | Unsure |  |  |

|  |
| --- |
| **Which category best describes your ethnic or cultural origin?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asian** | | **Mixed** | | **White** | |
|  |  |  |  |  |  |
| Asian British |  | Asian & White |  | British |  |
| Bangladeshi |  | Black African & White |  | Irish |  |
| Indian |  | Black Caribbean & White |  | European |  |
| Pakistani |  | Other |  | Other |  |
| Other |  |  | | | |
|  |  |  | | | |
| **Black** | | **Chinese or Other Ethnic Group** | | | |
|  |  |  |  |  |  |
| Black British |  | Chinese |  | Gypsy |  |
| African |  | Arab |  | Traveller |  |
| Caribbean |  | Jewish |  | Other |  |
| Sudanese |  |  | | | |

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| --- | --- | --- |
| **If you have a religious belief, please specify** |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** |  | Yes |  |  | No |  |  |