

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: info@mindout.org.uk

reg. company no. 7441667

Charity Number 1140098

Dear Applicant,

Thank you for your interest in the role of Administrator 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. The hours need to be worked over 4 days, and 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 an enhanced DBS check.

Please return your application form to myself at the above address. I regret we are unable to accept late applications. The closing date for applications is midday, **Wednesday 22nd April** and interviews will be held on**Tuesday 28th April.**

Yours sincerely,

Helen Jones Director, MindOut

**MindOut Recruitment information April 2015**

**Who we are**

MindOut has been run by and for LGBTQ people with lived experience of mental health issues for the last 15 years. Our service delivery is focussed on Brighton, Hove and East & West Sussex. We run a national online service and provide national consultancy and training.

We provide:

* advice, information and advocacy for individuals
* group peer support
* peer mentoring
* on-line out of hours support
* suicide prevention initiatives, including Out of the Blue peer support group
* social groups and outings
* activity groups including an allotment group
* service user involvement throughout our work
* Wellbeing initiatives, including LGBTQ communities in East and West Sussex
* mental health promotion within LGBTQ communities, including events
* anti-stigma campaigning and events
* LGBTQ affirmative practice training for mental health service providers

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

**Our Services**

All of our services are independent, confidential, flexible and work alongside service users. Our Advocacy service provides support, representation and information about rights, medication, treatment and any other relevant issue tailored to an individual’s need.

MindOut’s peer support group work service offers a range of weekly groups, both general mental health support and themed, time limited groups. We also run a suicide prevention group ‘Out of the Blue’. Our Wellbeing project works in Brighton & Hove and East and West Sussex to deliver workshops, courses and group opportunities. Our Peer Mentoring and on-line support service is run by a volunteer team supported by a member of staff.

**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. We moved to offices at Community Base.

**Staff Team**

The MindOut staff team consists of the Director, the Team Leader, an Advocacy Worker, the Wellbeing Practitioner/Peer Mentoring Coordinator, an Administrator and two group workers working between 5 and 10 hours per week.

**Volunteer Team**

Currently MindOut has 30 volunteers working on the Peer Mentoring and online service and one allotment volunteer.

**MindOut**

**lesbian, gay, bisexual transgender and queer 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 spread sheets 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.

| 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 trans & queer 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**

**Administration Assistant**

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

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

|  |  |  |
| --- | --- | --- |
| Hours of Work: |  | 24 hours per week, usually between the hours of 9am and 5pm.  |
|  |  |  |
| Salary Scale: |  |  £15.039 pro rata for 24 hours per week, i.e. £10,312) pa |
|  |  |  |
| 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. |
|  |  |  |
| Pension: |  | MindOut provides a 5% contribution to a personal pension scheme. |

The post is subject to satisfactory enhanced DBS check.



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

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** |  |  |  | **FIRST NAME** |  |  |
|  |  |
| **ADDRESS** |  |  |
|  |  |
| **TEL - Home:** |  |  | **Work:** |  |  |  | **Mobile:** |  |  |
|  |  |
| **E- mail** |  |  |
|  |  |

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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. |

| **Date** | **Courses/Qualifications** |
| --- | --- |
|  |  |

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| --- |
| **Volunteering and employment history** |
|  |
| Please list your volunteering and/or employment experience below, continue on additional sheets if you need to. |

| **Organisation** | **Role title and brief description of responsibilities** | **From** | **To** |
| --- | --- | --- | --- |
|  |  |  |  |

|  |
| --- |
|  |
| **Knowledge, skills and experience relevant to the role** Please refer to the person specification which lists the knowledge and skills you need for this role. These will not necessarily be gained through paid employment but can also be gained through voluntary work and life experience.  |
|  |
| Please 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. |
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|  |

| **Knowledge, skills and experience relevant to the role (continuation)** |
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|  |

I confirm that to the best of my knowledge the information given on this form is true and correct.

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

| **REFERENCES** |
| --- |
|  |
| Please give details of two people to whom we can apply for references concerning your suitability for this role.  |
|  |
| 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 |  |
|  |  |  |  |

| **APPLICANTS WITH DISABILITIES** |
| --- |
|  |
| MindOut LGB&T Mental Health Project is committed to involving people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the role: |
|  |
|  |

| Disciplinary /Criminal Record |
| --- |
|  |
| MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.  |
|  |
| **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 – 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, employee or volunteer receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national original, gender, 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 experience of mental health issues. |
|  |
| 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 and volunteers 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. |

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

|  |  |
| --- | --- |
| Please state here where you saw the post advertised  |  |

How would you describe your gender?

[ ]  Female [ ]  Male [ ]  Gender Queer [ ]  Other………………………

Do you now, or have you ever considered yourself transgender?

[ ]  Yes [ ]  No

How would you describe your sexual orientation?

[ ]  Bisexual [ ]  Gay [ ]  Lesbian [ ]  Heterosexual/ straight [ ]  Queer [ ]  Unsure

 If you have a postcode please write it here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you describe your ethnic origin?

Asian or Asian British Black or Black British White

[ ]  Bangladeshi [ ]  African [ ]  British/English/Scottish/ Northern Irish/Welsh

[ ]  Chinese [ ]  Caribbean [ ]  Irish

[ ]  Indian [ ]  Sudanese [ ]  European

[ ]  Thai [ ]  Other…………………. [ ]  Gypsy

[ ]  Pakistani [ ]  Traveller

[ ]  Other…………………. [ ]  Any other white background………………….

Other Ethnic Group Mixed

[ ]  Turkish [ ]  Asian & White

[ ]  Arab [ ]  Asian & Black African

[ ]  Japanese [ ]  Asian & Black Caribbean

[ ]  Jewish [ ]  Black Caribbean & White

[ ]  Any other ethnic group [ ]  Black African and White

 [ ]  Other mixed background…………….

If you have a religious or other belief how would you describe it?

[ ]  Agnostic [ ]  Christian [ ]  Jewish [ ]  Sikh

[ ]  Atheist [ ]  Hindu [ ]  Muslim [ ]  Other

[ ]  Buddhist [ ]  Jain [ ]  Pagan [ ]  Other belief……………………

Are you?

currently serving in the UK Armed Forces? [ ]  Yes [ ]  No

a veteran/ ex-serviceman or woman of the UK Armed Forces? [ ]  Yes [ ]  No

a member of a serviceman or woman’s immediate family? [ ]  Yes [ ]  No

a reservist or in a part time service (e.g. Territorial Army)? [ ]  Yes [ ]  No

What is your date of birth? \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

[ ]  Yes a little [ ]  Yes a lot [ ]  No (do not answer the next question)

If you answered yes, please state the type of impairment. If you have more than one, please indicate all that apply. If none apply, please mark ‘other’ and write an answer in. *(examples are given as guidance)*

[ ]  Developmental Condition [ ]  Mental Health Condition [ ]  Physical Impairment

[ ]  Learning Disability/Difficulty [ ]  Long-standing Illness [ ]  Other (please state)

Are you a carer? If yes, do you care for a….?

[ ]  Yes [ ]  Child with special needs [ ]  Parent

[ ]  No [ ]  Partner/ spouse [ ]  Other Family Member

 [ ]  Friend [ ]  Other (please give details)