

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: info@mindout.org.uk

reg. company no. 7441667

Charity Number 1140098

May 2014

Dear Applicant,

Thank you for your interest in the **Anti-stigma Coordinator/Trainer** 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 21 hours per week for 6 months. ***You must be available to start work by the end of July and available to assist with our anti-stigma village event at Brighton Pride on Saturday 2nd August***. The hours can be worked flexibly by arrangement and will involve some evenings and weekends. The post holder will be based in our office at Community Base, 113 Queens Road, Brighton. More information about the role is contained in the Recruitment Information section below.

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 12 noon on **Friday 20th June** and interviews will be held on **Wednesday 25th June.**

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut**

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

**Job Description**

**Job Title** Anti-stigma Coordinator/Trainer

**Responsible to:** Service Manager

**Summary of Duties**

* to co-ordinate activities aimed at reducing stigma about mental health issues
* to develop and co-ordinate anti-stigma events using a social contact model and methods
* to recruit, train and supervise a volunteer team of people with lived experience of mental health issues
* to design and deliver LGB&T affirmative practice training and LGB&T mental health awareness training for a range of audiences
* to support MindOut’s other services, including the group work service

**Main Tasks**

**Project related**

1. to develop policies, protocols and procedures for the delivery of anti-stigma activities and events
2. to ensure participation of people with lived experience of mental health issues in all aspects of developing and delivering the activities
3. to publicise and promote anti-stigma initiatives
4. to regularly recruit volunteers, to develop and deliver initial and on-going volunteer training, to supervise and support volunteers
5. to work in partnership with other organisations to develop and deliver anti-stigma initiatives, particularly with Time to Change
6. to develop monitoring and evaluation tools for the activities, in conjunction with funders
7. to provide verbal and written reports as requested
8. liaise closely with the MindOut Team around referrals to other MindOut services
9. to work to agreed volunteer and service delivery standards, recording, referral, monitoring and evaluation systems
10. maintain strict confidentiality with regard to information given by and information about service users
11. to provide outreach to minority LGB&T communities to ensure the project is accessible
12. to design and deliver training sessions, courses and presentations on LGB&T affirmative practice and LGB&T mental health
13. to support volunteers to develop training skills and to co-deliver training sessions
14. to monitor and evaluate the outcomes of training delivered
15. to develop and maximise training opportunities

**General Responsibilities**

1. to monitor issues of general concern in the delivery and quality of services, activities and events and contribute to MindOut’s policy and developmental role
2. to liaise with statutory and voluntary sector service providers on issues which arise from the course of the work
3. to provide information and advice on LGB&T issues to other professionals
4. to maintain awareness of LGB&T mental health issues and developments on a national basis
5. to attend as appropriate meetings with the Director, staff team and MindOut executive and sub committees
6. to prepare regular reports as required by the Director, MindOut committees or the project funder
7. to carry out other such tasks as appropriate in negotiation with the Director, which may be reasonably expected
8. to carry out all responsibilities with regard to MindOut’s Equality, Diversity and Anti-discrimination Policy and all other policies
9. to participate in relevant training and self development

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

**PERSON SPECIFICATION**

See below 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 how 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. |  | **Assess****ment****Process** | **Essential** **or****Desirable** |
| --- | --- | --- | --- |
|  | **Experience** |  |  |
| 1 | Experience of the mental health sector and an understanding of mental health issues. Personal experience will be viewed positively | A & I | E |
| 2 | Personal understanding and experience of lesbian, gay, bisexual and trans identities | A&I | E |
| 3 | Experience of managing volunteers, including recruitment, training, supervision and support | A & I | E |
| 4 | Experience of an affirmative approach to LGB&T mental health issues | A & I | E |
| 5 | Experience of service user involvement in service development and delivery  | A&I | E |
| 8 | Experience of running public events | A&I | E |
| 9 | Experience of developing anti-stigma initiatives | A&I | D |
| 10 | Experience of designing and delivering training to a range of audiences |  |  |
|  | **Skills** |  |  |
| 10 | Ability to prioritise and organise own work and can use own initiative | A & I | E |
| 11 | Ability to engage with vulnerable adults and people in distress | A & I | E |
| 12 | Ability to establish and maintain effective, positive relationships with professionals across varying disciplines | A&I | E |
| 13 | Written and oral communication is concise and accurate | A  | E |
| 14 | Ability to prepare and provide written and verbal reports of a high standard to a variety of audiences. | A & I | E |
| 15 | Ability to work flexibly as part of a team, supportive and able to understand impact of role on others | A&I | E |
|  | **Knowledge** |  |  |
| 16 | Understanding of the need for and methods of monitoring and evaluating the effectiveness of project delivery | A&I | E |
| 17 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGB&T communities | A & I | E |
| 18 | Understanding of the social contact model of reducing mental health stigma | A & I | E |
| 19 | Willingness to travel with occasional overnight stays | A | E |

**MindOut Recruitment information May 2014**

**Who we are**

MindOut has been run by and for LGB&T people with mental health issues in Brighton and Hove for the last 15 years. 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 LGB&T communities in East and West Sussex
* mental health promotion within LGB&T communities, including events
* anti-stigma campaigning and 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.

**Anti-stigma Initiatives**

From 2007-2010, MindOut were part of the first phase of a national mental health anti-stigma campaign, Time to Change, see [www.time-to-change.org.uk](http://www.time-to-change.org.uk). This project is a development of MindOut’s work with Time to Change and is funded by the Big Lottery Fund until 31st March 2015.

This temporary post will run alongside our current Anti-stigma Coordinator to develop a series of events over the summer and autumn of 2014, and to develop and deliver training opportunities. You will work with our networks of LGB&T people with lived experience of mental health issues to design and deliver social contact at mass events, including LGB&T Pride festivals. The project will run other events using a variety of mechanisms to engage the public, including ‘tea and talk’, living libraries and Time to Change resources

The training element of the role will initially focus on East London and North East England. A willingness to travel is required. Ensuring service user participation in developing and delivering training is part of this role.

You will recruit LGB&T people with lived experience of mental health issues who will gain the opportunity to develop confidence, skills and experience in challenging stigma and delivering training which will have an impact on their resilience and wellbeing, reduce isolation and improve social capital.

**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 Anti-stigma Coordinator, an Admin worker 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, three group work volunteers, one allotment volunteer and approx. 30 anti-stigma volunteers.

**Anti-Stigma Co-ordinator**

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

This post is subject to a probationary period of 6 months.

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| **Hours of Work:** |  | 21 hours per week, by agreement, to include some evening and weekend work  |
|  |  |  |
| **Salary Scale:** |  | £22,000 pro rata for 21 hours per week, i.e. £13,200 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. |
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| **Pension:** |  | MindOut provides up to 5% of salary contribution to a personal pension scheme, depending on employee contribution |

The post is subject to satisfactory enhanced Criminal Records Bureau 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** |  |  |
|  |  |
| **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** |
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| 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 |
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|  |
| 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

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| --- | --- | --- | --- |
| **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 |  |  |

|  |
| --- |
| **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 |  |  |