

**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

May 2014

Dear Applicant,

Thank you for your interest in the **Group Worker** 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 5 hours per week. Initially, we need you to be available to work on Thursdays between 3.30 and 7.30pm as well as attending occasional meetings and events. 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 **Wednesday 20th August** and interviews will be held on **Friday 29th August.**

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut**

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

**Job Description**

**Job Title** Group Worker

**Responsible to:** Team Leader

**Summary of Duties**

Co-facilitation of weekly peer support group work service, working alongside volunteers to deliver safe, supportive, accessible mental health services run by and for LGB&T people who have experience of mental health issues.

**Main tasks, Project related**

* to facilitate weekly mental health peer support groups for LGB&T people
* to meet with individuals to discuss their needs of the group work service, as required
* to provide follow-up for individuals after group sessions, as required
* to keep records of groups run, follow-up absences, and carry out admin tasks
* to support and initiate service user participation within all aspects of the organisation
* to work as part of a team with other MindOut workers and volunteers
* to abide by, and contribute to reviews of, policies and protocols for project operation
* to contribute to monitoring and evaluation of the project's work
* to contribute to publicising and promoting the work of the project
* to participate in other MindOut activities as required, eg Pride
* to work alongside and to support volunteers
* to provide verbal and written reports as requested
* maintain strict confidentiality with regard to information given by and information about service users
* to work to agreed volunteer and service delivery standards, recording, referral, monitoring and evaluation systems

**General Responsibilities**

* to attend as appropriate meetings with the Director, staff team and MindOut executive and sub committees
* to prepare regular reports as required by the Director, MindOut committees or the project funder
* to carry out other such tasks as appropriate in negotiation with the Director, which may be reasonably expected
* carry out all responsibilities with regard to MindOut’s Equality, Diversity and Anti-discrimination Policy and all other policies
* 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.

| . |  | **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 peer support group facilitation | A&I | E |
| 4 | Experience of mental health group work | A&I | E |
| 5 | Experience of an affirmative approach to LGB&T mental health issues | A I | E |
| 6 | Experience of service user participation | A&I | E |
|  | **Skills** |  |  |
| 7 | Ability to prioritise and organise own work and can use own initiative | A&I | D |
| 8 | Ability to engage with vulnerable adults and people in distress | A&I | E |
| 9 | Ability to establish and maintain positive professional boundaries | A&I | E |
| 10 | Written and oral communication is concise and accurate | A & I | E |
| 11 | Ability to prepare and provide written and verbal reports | A & I | E |
| 12 | Ability to work flexibly as part of a team, supportive and able to understand impact of role on others | A&I | E |
|  | **Knowledge** |  |  |
| 13 | Understanding of the need for and methods of monitoring and evaluating the effectiveness of project delivery | A & I | E |
| 14 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGB&T communities | A&I | E |

**MindOut Recruitment information August 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.

**Peer Support Group Work Service**

MindOut offers a range of peer support services, including a Peer Mentoring and Online Support Service. You will be working in our weekly peer support group service, facilitating a drop-in group for members of MindOut, followed by an informal social group. These groups offer a safe, supportive space for LGB&T people to share their experiences of mental health issues, to receive and offer support to each other, and to share learning around recovery and management of mental health difficulties.

Group workers need to be flexible and adaptable to the needs of the group which can vary from week to week. Working as part of a small team group work staff and volunteers support each other to ensure that service user’s needs are met and that the service runs smoothly.

All MindOut services are impartial, non-judgemental, confidential and person-centred. Service user participation in all aspects of the planning, delivery and governance of the organisation and its services is key to our work and is embodied in the group work service.

**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.

**Peer Support Group Worker**

**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:** |  | 5 hours per week, by agreement, to include some evening work |
|  |  |  |
| **Salary Scale:** |  | £22,500 pro rata for 5 hours per week, i.e. £3,214 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 Disclosure & Barring Service 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:** | |  | |  |
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| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |
| --- |
|  |
| 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. |
|  |
| **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. |

**Equality and Diversity Monitoring Form**

**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)