

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: info@mindout.org.uk

reg. company no. 7441667

Charity Number 1140098

January 2013

Dear Applicant,

Thank you for your interest in the **Peer Mentoring Co-ordinator** 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 and is a permanent contract subject to on-going funding. The hours can be worked flexibly by arrangement and will involve occasional evenings and weekends. 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 CRB 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 5pm, **Monday 18th February** and interviews will be held on **Thursday 28th February.**

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut**

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

**Job Description**

**Job Title** Peer Mentoring Co-ordinator

**Responsible to:** Service Manager

**Summary of Duties**

* to co-ordinate a volunteer Peer Mentoring service for LGB&T people in Brighton & Hove
* to manage a volunteer run daily on-line chat service
* to recruit, train and supervise a volunteer team
* to develop a partnership approach with Brighton & Hove LGBT Switchboard’s telephone help-line service
* 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 face-to-face peer mentoring and for the on-line chat service
2. to ensure service user participation in all aspects of developing and delivering the services
3. to publicise and promote the services
4. to regularly recruit volunteers, to develop and deliver initial and on-going volunteer training, to supervise and support volunteers
5. to develop monitoring and evaluation tools for the services
6. to provide verbal and written reports as requested
7. to take referrals for the peer mentoring service, assess individuals and facilitate establishing mentoring relationships
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 service is accessible

**General Responsibilities**

1. to monitor issues of general concern in the delivery and quality of services 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 links with service user groups and other bodies as appropriate, to ensure that MindOut’s development remains centred on service users’ perceived needs
5. to maintain awareness of LGB&T mental health issues and developments on a national basis
6. to attend as appropriate meetings with the Director, staff team and MindOut executive and sub committees
7. to prepare regular reports as required by the Director, MindOut committees or the project funder
8. to carry out other such tasks as appropriate in negotiation with the Director, which may be reasonably expected
9. to carry out all responsibilities with regard to MindOut’s Equality, Diversity and Anti-discrimination Policy and all other policies
10. to participate in relevant training and self development
11. the post holder will be responsible for undertaking their own administration

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. |  | **Assess****ment****Process** | **Essential** **or****Desirable** |
| --- | --- | --- | --- |
|  | **Experience** |  |  |
| 1 | Experience of working within 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 issues. | 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 working in and/or using a peer mentoring service | A&I | D |
| 9 | Experience of working in and/or using an on-line chat service | A&I | D |
|  | **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 | Proven 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, keeps up to date records of work undertaken  | 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 and demonstrable commitment to service user empowerment and service user participation. | 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 principles of peer mentoring | A & I | E |

**MindOut Recruitment information January 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
* 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
* 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 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’.

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 Wellbeing Practitioner post which will be largely responsible for the development of services across East and West Sussex. Funding for this post is from the Big Lottery and is available until 2017.

From April 2013 we will be commissioned by Brighton and Hove NHS Clinical Commissioning Group to provide a Peer Mentoring and on-line service, in partnership with Brighton & Hove LGBT Switchboard. This contract is for three years, the Peer Mentoring Co-ordinator will be responsible for setting up and delivering the contracted services.

**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, two Advocacy Workers, the Wellbeing Practitioner, an Admin worker, three group workers working between 5 and 10 hours per week and three group work volunteers.

**Peer Mentoring Co-ordinator**

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

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

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



|  |
| --- |
| **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** |  |  |
|  |  |
| If you are currently employed, may we contact you discreetly at work? | Yes/No |

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

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

|  |  |
| --- | --- |
| If you are currently employed, please state your notice period: |  |

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

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

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

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: |
|  |
|  |

| 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. |

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

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

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

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

|  |  |  |
| --- | --- | --- |
| **DOB:** |  |  |

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

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

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