April 2013

Dear Applicant

Thank you for your interest in applying for the role of LGB&T **Peer Mentor and / or Online Support Volunteer** with MindOut LGB&T Mental Health Project.

Enclosed with this pack are:

* a person specification
* background information about the project
* an application form
* Equal Opportunities Monitoring Form

**Peer Mentoring Project**

The Peer Mentoring project will offer opportunities for someone with lived experience of mental health issues to be paired up with a trained volunteer. The volunteer will offer person centred, one to one support over an agreed timescale. Before matching, clear goals will be agreed which could be related to social contact, training or educational opportunities, employment, cultural or physical activities etc.

Peer mentoring meetings will take place wherever appropriate to the mentoring agreement, with enough flexibility to take place during office hours, evenings and weekends. Peer mentoring meetings will be for 10 weeks and as such we are asking for either weekly or fortnightly commitment of approx.3hrs

**Online Support Service**

The online support service will provide out-of-hours support, advice and information & signposting to other services.

The Online Support Service will be open weekday and weekend evenings from 7pm – 11pm. As such we are asking for weekly commitment for this service.

**Volunteers are expected to attend group supervision every six weeks. There is an expectation that volunteers will commit to either or both roles for a minimum of six**

**months.**

**Training**

New volunteers will need to attend six training sessions. These will take place on the following dates:

|  |  |
| --- | --- |
| **Wednesday 19th June**  **Thursday 20th June**  **Friday 21st June** | **Wednesday 26th June**  **Thursday 27th June**  **Friday 28th June** |

All training session will be from 4pm – 7pm. Volunteers need to be available for this training. Reasonable travel costs are reimbursed.

Please note that all successful applicants are subject to an enhanced DBS check (formally CRB check).

The closing date for completed applications is **midday Friday 31st May**; interviews will take place on **Monday 10th and Wednesday 12th and Thursday 13th June**. We are unable to respond to all applications. If you have not heard from us by **Friday 7th June** please assume you have not been short listed.

Please return your completed application to:

Simon Campbell

Peer Mentoring Coordinator

MindOut LGB&T Mental Health Project

Community Base

113 Queens Road

Brighton

BN1 3XG

or by email to [simon.campbell@mindout.org.uk](mailto:simon.campbell@mindout.org.uk)

Yours sincerely,

Simon Campbell

**Peer Mentoring Coordinator**

**MindOut LGB&T Mental Health Project**

**PERSON SPECIFICATION**

We are looking for the following attributes in people who wish to become a peer mentor or online support volunteer. These will not necessarily be gained through paid employment. They can also be gained through voluntary work and life experience. Don’t worry if you don’t have all the skills as we will provide training. It may be that you feel you have most but not all of the requirements, and we would encourage you to continue with your application as training will be provided.

| No. |  |
| --- | --- |
| 1 | Some experience or understanding of mental health issues. Personal experience will be viewed positively |
| 2 | Personal understanding and experience of lesbian, gay, bisexual and trans issues |
| 3. | Ability to listen and communicate well with a wide range of people |
| 4. | Ability to empathise with people in distress |
| 5. | A non-judgemental and empowering approach to working with people with mental health issues |
| 6. | Ability to develop skills through training and volunteering |
| 7. | Able to be responsible, reliable and good at time keeping |
| 8. | Able to use own initiative |
| 9. | Understanding of equality and diversity in LGB&T communities |

**MindOut Recruitment information April 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.

**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, the Peer Mentoring Co-ordinator, the Admin worker, three group workers working between 5 and 10 hours per week and three group work volunteers.



**Volunteer Application Form – Private and Confidential**

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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)** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** | | | | | |  |  | | |  | | | **FIRST NAME** | |  | |  | | |
|  | | | | | | | | | | | |  | | | | | | | |
| **ADDRESS** | | | | | |  |  | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | |
| **TEL - Home:** | | | |  |  | | | **Work:** |  | |  | | |  | | **Mobile:** | |  |  |
|  |  | | | | | | | | | | | | | | | | | | |
| **E- mail** | |  |  | | | | | | | | | | | | | | | | |
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| **How did you hear about the peer mentoring and online support volunteer opportunities?** |
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| **Why do you wish to volunteer for MindOut LGB&T Mental Health Project** |
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| --- | --- | --- |
| **Please give reasons for your interest in lesbian, gay, bisexual and transgender mental health.** | | |
|  | | |
| **What volunteer role are you interested in apply for:**  **Please tick relevant box** | | |
| Peer mentoring | On line chat | Both roles |

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| **We are looking for the following attributes in people who wish to become a peer mentor or online support volunteer. These will not necessarily be gained through paid employment. They can also be gained through voluntary work and life experience. Don’t worry if you don’t have all the skills as we will provide training. It may be that you feel you have most put not all of the requirements, and we would encourage you to continue with your application as training will be provided.**  **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.** |
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| **(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** |
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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. |
|  |
| **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** |
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| 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. Facebook, MindOut Website, Gscene) |  |

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

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