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| S:\NEW MINDOUT LOGOS\JPEG format\NEW MindOut new logo.jpg | **Community Base****113 Queens Road****Brighton****BN1 3XG**t: 01273 234839e: info@mindout.org.ukreg. company no. 7441667Charity Number 1140098 |

 September 2016

Dear Applicant,

Thank you for your interest in the role of Treasurer with MindOut.

Please find below information about MindOut and our services. Attached is a description of the roles and responsibilities of Trustees and a job description/person specification for the Treasurer position.

If you would like to apply, please send us your CV with a brief covering letter saying why you would like to be our Treasurer, by Friday 18th November. We will be holding informal interviews late November.

If you would like to know more about MindOut, our Board or our work, please do contact Andrew Breary or Kate Wesson, our Co-Chairs. They can be contacted by email trustees@mindout.org.uk. Please also see our website [www.mindout.org.uk](http://www.mindout.org.uk).

Yours sincerely,

Andrew Breary and Kate Wesson

Co-Chairs, MindOut

**MindOut Recruitment information September 2016**

**Who we are**

MindOut has been run by and for LGBTQ people with mental health issues in Brighton and Hove for the last 16 years. We provide:

* advice and information services
* mental health, urgent need, trans and housing advocacy services
* peer support group work
* peer mentoring
* on-line out of hours support
* wellbeing initiatives courses and workshops
* 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
* volunteering opportunities
* 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**

MindOut started as 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 CEO, a Team Leader, four advocacy workers, the wellbeing practitioner/peer mentoring coordinator, two admin workers and two Group Workers working between 5 and 7 hours per week.

**Volunteer Team**

Currently MindOut has 35 volunteers working on the Peer Mentoring and online service, two group work volunteers and one allotment volunteer.

**Finances**

Our turnover for the current financial year will be approx. £330,000. The majority of our income is from grants and charitable trusts (67%), with 27% coming from local service contracts. The remainder is from donations, fundraising and sales.

We set a budget each year which is agreed by the Board. Quarterly management accounts are prepared by our Management Accountant and the CEO and presented to the Board. Our annual accounts are audited by an independent examiner and registered at Companies House and with the Charity Commission.

We are currently rewriting our 5 year Strategic Plan, plus a Fundraising Strategy. We received a grant from the Cabinet Office/Big Lottery Fund to enhance our sustainability and we are planning how to diversify our income streams so we are not so dependent on a small number of funders in future.