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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 |

February 2016

Dear Applicant,

Thank you for your interest in the **Trans Advocacy Worker** post with MindOut.

Enclosed with the application pack are:

* a job description
* a person specification
* 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.

Please note MindOut is using ‘trans’ to refer to all people who self identify now, or in the past, as ‘trans’. This includes but is not limited to transgender, non-binary, genderqueer people and those questioning their gender identity.

The post is for 21 hours per week, to be worked over 3 days. Funding is confirmed to 31st March 2017. The post holder will be based in our office at Community Base, 113 Queens Road, Brighton. The salary is £13,500 pa, paid monthly in arrears. Holiday entitlement is 29 days a year, excluding Bank Holidays, pro rata for part time staff. MindOut provides a 5% contribution to a group pension scheme to match employee contribution.

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 Disclosure.

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 Thursday 24th March** and interviews will be held on **Monday 4th April.**

Yours sincerely,

Helen Jones

Director, MindOut

**MindOut**

**Lesbian, Gay, Bisexual, Transgender and Queer Mental Health Service**

**Job Description**

**Job Title** Trans Advocacy Worker

**Responsible to** Team Leader

**Summary of Duties**

* to provide case work advocacy for trans people
* to promote self advocacy, peer advocacy and group advocacy for trans people
* to support MindOut’s other services

**Main Tasks**

**Advocacy**

* liaise with individual service users to determine their needs for support, guidance, representation and information around issues relating to trans identities, trans care pathways and any other issues related to trans lives
* provide general information on trans related issues, legal rights, primary care and mental health service policy and procedures
* support service users in self-advocacy, expressing opinions, concerns and complaints about their care and treatment
* to ensure service users are aware of their options and support them to make informed decisions
* to manage an advocacy caseload and ensure service users are kept informed and up to date on any work being carried out on their behalf
* accompany or represent service users at decision making meetings, including clinical assessments
* to work to agreed case work standards, recording, referral, monitoring and evaluation systems
* maintain strict confidentiality with regard to information given by and information about service users
* liaise closely with the MindOut Team Leader around case management and allocation
* to provide outreach to minority LGBTQ communities to help ensure the service is accessible

**Advocacy Related**

* monitor issues of general concern in the delivery and quality of services and contribute to MindOut’s policy and developmental role
* liaise with statutory and voluntary sector service providers on issues which arise from the course of the work
* to develop partnership working around issues of collective concern in trans communities, to liaise closely with Healthwatch
* provide information and advice on legal and rights issues to other professionals
* contribute to service development, quality assurance and staff training on advocacy and related issues
* maintain links with service user groups and other bodies as appropriate, to ensure that advocacy development remains centred on service users’ perceived needs
* to maintain awareness of advocacy and trans related issues and developments on a national basis

**General Responsibilities**

* attend as appropriate meetings with the Director, staff team and MindOut executive and sub committees
* prepare regular reports as required by the Director, MindOut committees or the project funder
* 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
* 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 and D are desirable for the role.

| No. |  | **Assessment****Process** | **Essential/****Desirable** |
| --- | --- | --- | --- |
|  | **Experience** |  |  |
| 1 | Personal understanding and broad experience of trans and queer issues. | A & I | E |
| 2 | Experience of working within the health and social care field.  | A&I | E |
| 3 | Experience and understanding of mental health issues. Personal experience will be viewed positively. | A&I | E |
| 4 | Experience of an affirmative approach to LGBTQ mental health issues  | A & I | E |
| 5 | Experience of delivering advocacy, including trans related casework  | A & I | D |
| 6 | Experience of working to Advocacy Quality Performance Mark standards | A&I | D |
|  | **Skills** |  |  |
| 7 | Demonstrable ability to advocate on the behalf of others. I.e. good negotiation and problem solving skills. | A & I | E |
| 8 | Ability to prioritise and organise own caseload and maintain up to date records of work undertaken. | A & I | E |
| 9 | Ability to engage with vulnerable adults and people in distress  | A & I | E |
| 10 | Ability to establish and maintain effective relationships with professionals and partners across varying disciplines. | A&I | E |
| 11 | Written and oral communication is concise and accurate. Ability to prepare and provide written and verbal reports. | A & I | E |
| 12 | Ability to work flexibly as part of a team and on your own initiative. | A&I | E |
|  | **Knowledge** |  |  |
| 13 | Knowledge and understanding of trans care pathways, related services, research and legislation. | A&I | E |
| 14 | Understanding of and demonstrable commitment to service user empowerment and service user participation. | A & I | E |
| 15 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGBTQ communities | A & I | E |
| 16 | Accredited training in advocacy, e.g. National Advocacy Qualification  | A&I | D |

**MindOut Recruitment information February 2015**

**Who we are**

MindOut has been run by and for LGBTQ people with lived experience of mental health issues in Brighton and Hove for the last 16 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 LGBTQ communities in East and West Sussex
* 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 to explore their mental and physical health.

**LGBTQ Advocacy Service**

You will work as part of MindOut’s Advocacy Team. Managed and led by a Team Leader, we have a general mental health advocacy worker and a housing specialist advocacy worker. You will maintain a case load of work with individuals as well as bringing together groups of people with collective issues. You will respond to new clients and urgent referrals alongside your colleagues.

You will work with the rest of the MindOut team to ensure that staff and volunteers support each other to ensure that service users’ needs are met and that all of our services run smoothly.

**Our Services**

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 all of our service delivery.

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, two Advocacy Workers, the Wellbeing Practitioner/Peer Mentoring Coordinator, a Fundraiser, an Admin worker and two Group Workers working between 5 and 10 hours per week.

**Volunteer Team**

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

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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 |

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| --- |
| **Please complete in type or black ink** |

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

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

| **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** |
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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** |
| --- |
|  |
| MindOut LGBTQ 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: |
|  |
|  |

| **HEALTH INFORMATION** |
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|  |
| How many days were you absent due to sickness in the past two years? |  |
|  |
| Please give details of absences of five days or more in the box below: |
|  |
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| **MINDOUT LGBTQ MENTAL HEALTH PROJECT & DISCLOSURE AND BARRING SERVICE CHECKS** |
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|  |
| N.B. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and associated Order. Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act. You will be asked to declare any convictions (including spent convictions) prior to interview. Failure to disclose previous convictions may lead to disciplinary action. Any information given will be completely confidential. |
|  |
| **Enhanced DBS checks** |
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| Enhanced Disclosures are for posts, which involve a far greater degree of contact with children or vulnerable adults. Enhanced Disclosures can be applied for if the post involves regularly caring for, training, supervising or being alone with children or vulnerable adults. |
|  |
| As well as the information given on a Standard Disclosure’, Enhanced Disclosures involve a check on local police records. Where there is found to be relevant information to the post applied for, the Chief Officer of police may release it for inclusion in the Disclosure. |

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| **POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS** |
|  |
| As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants’ suitability for positions of trust, MindOut LGBTQ Mental Health Project complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. |
|  |
| We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process. |
|  |
| We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. |
|  |
| For those positions where a Disclosure is required, recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position. |
|  |
| Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within MindOut LGBTQ Mental Health Project and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. |
|  |
| At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request. |
|  |
| We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. |
|  |
| **Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure information** |
|  |
| **General principles:** |
|  |
| As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, MindOut LGBTQ Mental Health Project complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request. |
|  |
| **Storage and Access:** |
|  |
| Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. |
|  |
| **Handling:** |
|  |
| In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it. |
|  |
| **Usage:** |
|  |
| Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given. |
|  |
| **Retention:** |
|  |
| Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months we will give full consideration to the Data Protection and Human Rights Acts and to the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail. |
|  |
| **Disposal:** |
|  |
| Once the retention period has elapsed, we will ensure that any Disclosure information is immediately and suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position of which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. |
|  |
| **Statement: All successful applications will be subject to an enhanced Disclosure and Barring Service disclosure.** |
|  |
| **Retention of Application forms** |
|  |
| **MindOut LGBTQ Mental Health Project retains application forms for a period of 1 year.**Once the retention period has elapsed, we will ensure that the application form is immediately and suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, the application form will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).  |

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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 LGBTQ Mental Health Service is an equal opportunities employer and will apply objective criteria to assess merit. MindOut aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, religion, ethnicity, gender, gender expression, marital status, pregnancy or maternity, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. MindOut is particularly concerned not to discriminate against applicants who have lived experience of mental health issues. |
|  |
| 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 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. 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  |  |

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your gender?** | Female |  | Male |  | Gender Queer |  | Other |  | Unsure |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you or have you ever identified as transgender?** |  | Yes |  |  | No |  |  |

|  |
| --- |
| **How would you describe your sexual orientation?** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  |  | Gay |  |  | Heterosexual |  |  | Unsure |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Lesbian |  |  | Queer |  |  | Other |  |  |

|  |
| --- |
| **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 or other belief how would you describe it?** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Agnostic |  |  Christian |  |  Jewish |  |  Sikh |  |
|  |  |  |  |  |  |  |  |
| Atheist |  |  Hindu |  |  Muslim |  |  Other |  |
|  |  |  |  |  |  |  |  |
| Buddhist |  |  Jain |  |  Pagan |  |  |  |
|  |  |  |  |  |  |  |  |
| Other belief:  |  |  |  |  |

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| --- |
| **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 (don’t answer 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 given as guidance)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Developmental condition |  | Mental health condition |  | Physical impairment |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Learning disability/difficulty |  | Long standing illness |  | Other (please sate) |  |