

**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

August 2015

June 2018

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 audio recorded please let us know.

The post is for 5 hours per week. We need you to be available to work on **Thursdays 2.30pm to 7.30pm** as well as attending occasional meetings and events. You will co-facilitate a weekly peer support drop-in, social group and/or information session or facilitate another themed peer support group, depending on demand.

We have funding for this post until 31st March 2019 and hope to secure funds to continue beyond this date. 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.

The salary is £22,950 for 5 hours per week pro rata, ie £3,279. MindOut provides up to 5% of salary contribution to a personal pension scheme, depending on 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 check. This post is subject to a probationary period of 6 months.

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 Friday 29th June** and interviews will be held on **Wednesday 4th July 2018**

Yours sincerely,

Jason Saw, Service Manager

**MindOut**

**lesbian, gay, bisexual transgender and queer mental health service**

**Job Description**

**Job Title** Group Worker

**Responsible to:** Service Manager

**Summary of Duties**

Facilitation of weekly peer support groups, working alongside volunteers to deliver safe, supportive, accessible mental health services run by and for LGBTQ people who have experience of mental health issues.

**Main tasks, Project related**

* to facilitate weekly mental health peer support groups for LGBTQ 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 Brighton 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 funders
* 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 demands.

**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.

| . | **Experience** | **Assess**  **ment**  **Process** | **Essential**  **or**  **Desirable** |
| --- | --- | --- | --- |
| 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 lived experience of lesbian, gay, bisexual, trans and/or queer identities and issues experienced by LGBTQ communities | 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 LGBTQ 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 LGBTQ communities | A&I | E |

**MindOut Recruitment information April 2018**

**Who we are**

MindOut is run by and for LGBTQ people with experience of mental health issues. Our services are impartial, independent, non-judgmental, confidential and person-centred. Service user participation is key in all aspects of planning, delivery and governance of the organisation and its services.

Our Vision is a world where the mental health of LGBTQ communities is a priority, free from stigma, respected and recognised.

Our Mission is to improve the wellbeing of LGBTQ people who experience mental health issues, reduce mental health stigma, and promote positive mental health amongst LGBTQ communities.

Our aims are to:

* improve mental wellbeing for LGBTQ people
* reduce social isolation in LGBTQ communities
* reduce suicidal distress in LGBTQ communities
* reduce stigma associated with mental health
* improve mental health services for LGBTQ people

Our values and principles are:

* MindOut is run by and for LGBTQ people with lived experience of mental health issues
* Wellbeing includes all aspects of mental, physical and emotional health, across the whole range of mental health issues
* LGBTQ mental health is a collective concern for LGBTQ communities
* We work to promote equality and the diversity of our communities and the principle of accessible and safe spaces
* Our work is co-produced by service users, volunteers and staff; this applies to research, development, design, promotion and delivery
* Service users are engaged at all levels of the organisation and supported to volunteer, apply for paid work and become Trustees
* We work to continuously improve all we do
* We invest in our workforce

Our services include:

* advice and information
* mental health advocacy, including urgent need advocacy
* trans specific advocacy and group work
* peer support group work
* peer mentoring
* a low cost counselling service
* on-line support
* wellbeing courses and workshops
* suicide prevention initiatives, including case work and group work
* social groups and outings
* LGBTQ affirmative practice training and trans awareness training

**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, co-facilitating a weekly peer support drop-in, social group and/or information session or facilitating another themed peer support group, depending on demand.

In addition, we run closed identity or subject themed peer support groups, these include Out of the Blue our suicide prevention group, Work it Out for people juggling mental health concerns with paid employment, groups for people over 50 and under 30, LGBTQ women, GBTQ men, trans, bi, BAME, non-binary and queer identified people.These groups offer a safe, supportive space for LGBTQ 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 users’ 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.

**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 Chief Executive, Service Manager, Advocacy Senior Practitioner, Counselling Coordinator, three Advocacy Workers, a Suicide Prevention Worker, a Business Development Manager, two Administrators and two Group Workers working between 5 and 7 hours per week.

**Volunteer Team**

Currently MindOut has 35 volunteers working on the Counselling, Peer Mentoring, online and group work services.

**Board of Trustees**

MindOut’s Executive Committee has 7 Trustees, led by our Chair, Alison France



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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** | | |  | |  | | | |
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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)** |
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| **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** |
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| **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.

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| --- | --- | --- | --- |
| 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** |
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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 | |
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| MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. |
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| **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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| **PRIVACY NOTICE** |
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| MindOut needs to keep and process information about you for the purposes of considering your job application.  This includes information enabling us to consider your suitability for the role; in order to comply with any legal requirements; to pursue the Legitimate Interests of the Charity and to protect our legal position in the event of legal proceedings.  The sort of information we hold includes your contact details; your application form and references; correspondence with or about you; and your performance in any interview(s), if offered.  Much of the information we hold will have been provided by you, but some may come from other sources, such as interviewers and referees.  We may process special categories of information, including (but not limited to) your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. Our handling of this data will be subject to our Equal Opportunities in Employment policy, and will be done on the Legal Basis of Legitimate Interest on condition of Article 9(2):b; j of the GDPR.  We may also process data about criminal offences. Our handling if this data will be done on the Legal Basis of Legitimate Interest on condition of Article 10 of the GDPR, consistent with applicable Employment Law.  We will keep data relating to your application for up to one year. This is to allow us time to process your application, including if the same or a similar post is re-recruited and you wish to apply; to fulfil our Equal Opportunities in Employment policy; and to protect our legal position in the event of legal proceedings.  You have various rights considering your data under the relevant legislation, including the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling. For more information about your rights, please contact us and/or consult the Information Commissioner's Office. |

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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 LGBTQ Mental Health Project 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. | |

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| APPLICATION FOR THE POST OF: |  |

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| --- | --- |
| Please state here where you saw the post advertised |  |

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| **DOB:** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your gender?** | | | | | | | | |
|  | | | | | | | | |
| Female |  | Male |  | Non-binary | |  | Queer |  |
|  | | | | | | | | |
| Unsure |  | Other – please state: | | |  | | | |

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

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| **How would you describe your sexual orientation?** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  | Gay |  | Heterosexual | |  | Lesbian |  | Queer |  |
|  | | | | | | | | | | |
| Other – please state: | | | | |  | | | | | |

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| --- |
| **Which category best describes your ethnic or cultural origin?** |

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| --- | --- | --- | --- | --- | --- |
| **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?** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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?** |

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| Yes a little |  | Yes a lot |  | No (don’t answer next question) |  |

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| **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)** |

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