|  |  |
| --- | --- |
| S:\NEW MINDOUT LOGOS\JPEG format\NEW MindOut new logo.jpg | MindOut Counselling ServiceCommunity Base113 Queens RoadBrighton BN1 3XGTel: 01273 234 800 email: counselling@mindout.org.uk |

March 2020

Dear Applicant,

Thank you for your interest in **MindOut’s Bursaries for training Black and trans\* / QTIPoC counsellors**.

Enclosed with the application pack are:

* A set of ‘**frequently asked questions**’
* Background ‘**recruitment information**’ about MindOut
* A **job description** and **person specification** for the role of Volunteer Counsellor
* an **application form** for the Bursary programme (which is also your application for the role of Volunteer Counsellor)

If you would like this information in another format, e.g. large print or audio recorded please let us know.

This pack does not contain detailed information about the **University of Brighton (UoB) PGDip courses in Humanistic Counselling and Psychotherapy**. If you are successful with your application to MindOut you will also need to apply to the UoB and be interviewed by the course convenors, in order to receive your bursary and commence training. Please familiarise yourself with these courses before continuing your application. Details of the course content, cost and time commitment are at: <https://www.brighton.ac.uk/courses/study/humanistic-counselling-and-psychotherapy-pgdip.aspx>

**Eligibility**

Bursaries are open to all LGBTQ People of Colour. We recognize that Black people in our communities face exceptional barriers and we expect that at least one recipient will be Black. We especially hope to award eligible QTIPoC (Queer, trans\* and/or Intersex People of Colour), as people with these intersectional identities have been historically excluded from the counselling profession.

MindOut is offering these bursaries, in partnership with the University of Brighton (UoB) for students to train on their Humanistic or Psychodynamic PGDip courses. These two-year part-time training courses start in October 2021, and will be attended in person (so applicants should be local, or available to travel for study).

 Applicants should hold any undergraduate degree or a professional qualification (e.g. nursing, teaching) and should have completed at least a Level 2 Certificate in Counselling Skills by the time the course starts, and have experience of personal therapy as a counselling client. Bursaries will cover 50% of course fees and related expenses (personal therapy, supervision etc.). Recipients will complete a training placement in-house with MindOut's busy, low-cost LGBTQ counselling service, with a commitment to continue in placement for a year post-qualification in order to maximize benefit to the LGBTQ communities we serve.

**Application Process**

Counselling training is a challenging process, and the UoB courses are particularly rigorous. We will be looking for evidence that you are prepared for the training on three broad levels:

* Academically – that you have prior learning experience and will be able to succeed at postgraduate level.
* Emotionally – that you have the maturity and self-awareness needed to engage in counsellor training.
* Financially – that you have sufficient financial security to be able to meet your share of training costs.

This will be assessed through a three-stage application process:

1. This application form. Select candidates will then be invited to stage 2:
2. Remote interview with MindOut, preferred candidates will then be invited to stage 3:
3. Remote interview with University of Brighton, for them to assess your suitability for their course.

Successful candidates who are offered places will then complete their enrolment with UoB and sign bursary receipt contracts with MindOut.

Training will begin in October term of 2021 for the two-year part-time course. Volunteer placement with MindOut is likely to begin around January term 2022 (subject to progression through the course and ‘fitness to practice’ being agreed). Recipients will be expected to continue volunteering with MindOut for at least a year post-qualification, in order to maximize benefit to the LGBTQ communities we serve.

The closing date for application is midnight **Sunday 11th April 2021**. Stage 1 interviews (with MindOut) will be arranged through April, with Stage 2 interviews (with UoB) expected in early May.

Please return this form preferably by email to **counselling@mindout.org.uk** (or else by post using the details above).

Yours sincerely,

Darren Flint

Counselling Coordinator, MindOut

**MindOut Bursaries - Frequently Asked Questions**

**How do I apply?**

See [www.mindout.org.uk/counselling](http://www.mindout.org.uk/counselling) for details, including an application form. Applications will close Sunday, 11th April. A two-stage interview process will run through April and into early May. You do not need to apply separately to the University of Brighton, this will be done as part of your bursary application (if you are invited to stage 2). However *if you have already been offered a place on their course you may apply retrospectively for a bursary*, subject to our deadline. Please ask for details.

**Isn't MindOut a small charity? How can you afford these bursaries?**

We have received one –off donations from this year which which allow us to offer these bursaries now. If this pilot is successful, we may be able to access funds to offer more bursaries in future.

**How many bursaries are available?**
We expect to offer at least 2 training bursaries on a 50% basis (covering 50% of course fees and related expenses such as personal therapy, supervision etc.) - this amounts to around £3,304 per year for two years, and applicants will need to meet the rest of those costs themselves.

**I can't afford to meet the rest of the course costs myself. Can you offer more than 50% bursary?**

We recognise that finance can be a significant barrier to entering the counselling profession - one reason why it might historically be seen as a white, cis-gendered and middle-class profession. We also have a responsibility to spend these funds carefully, maximising the long-term positive impact for Black and trans\* communities. We need to be confident that those who start the training will be in a strong position to complete it, over a 2+ year period. This means that we sadly cannot fund those who do not afford the remainder of the costs.

**I'm Black but not LGBTQ. Can I apply?**

Unfortunately not. We do recognise the importance of training more Black counsellors irrespective of sexual orientation or trans history. However, all MindOut activities are offered 'by and for LGBTQ people' and this is vitally important to our clients and service users, staff and volunteers, and funders.

**I'm trans\* but not Black / not a Person of Colour. Can I apply?**

Unfortunately not, these Bursaries are targeted at Black LGBTQ and QTIPoC communities who are historically excluded from the counselling professions and who are currently under-represented. Our intention is to increase the provision of relevant counselling services for people with these intersectional identities.

**MindOut’s Low-Cost LGBTQ Affirmative Counselling Service**

The MindOut counselling service offers low cost, short term, time limited counselling (12 weeks) to members provided by and for LGBTQ people.

As a Volunteer Counsellor and Bursary recipient we expect you to commit to the service throughout your training and for at least 12 months post-qualification, and that you are willing to work with up to four clients per week (though actual caseloads are usually less). You will need to attend a monthly counsellor’s team meeting which takes place on the first Tuesday of every month from 7.15pm to 8.30pm.

The service provides group supervision in groups of 4, for two hours fortnightly, at a time to be agreed. Volunteer counsellors contribute £10 per session towards the cost of supervision, this fee will be met by MindOut on your behalf as a Bursary recipient. Volunteers may arrange additional or alternative supervision, by agreement.

As a volunteer counsellor we will provide you with ongoing training as appropriate to your role and a full induction to the service will be provided.

More information about the service can be found at [www.mindout.org.uk/counselling](http://www.mindout.org.uk/counselling)

**Job Description**

**Job Title:** Volunteer Counsellor

**Responsible to:** Counselling Coordinator

**Summary of Duties**

To provide short term, time limited counselling to clients accessing the counselling service. This will include committing to regular dates and times with clients, attending monthly counsellors meetings, attending fortnightly supervision and maintaining client notes and records.

**Main tasks**

* to work with up to 4 clients per week
* to maintain client notes and records
* to attend supervision
* to attend any training as required
* to attend monthly counsellors meetings
* to handle cash and record this appropriately
* to follow all policies and procedures in relation to the role
* to assess clients for trainee counsellors (qualified volunteer counsellors only)
* to follow the BACP ethical framework for good practice
* to maintain strict confidentiality with regard to information given by and information about clients

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.

*This Person Specification applies to general Counsellor Volunteer applicants. It is understood that Bursary applicants will not yet have entered into training and are unlikely to already hold BACP membership, but that if successful you will then enrol with either of the UoB PGDip courses and will sign up to the BACP.*

*You will be asked at interview why you have chosen your preferred modality (Humanistic or Psychodynamic), and you may wish to discuss this in your application form.*

|  |  |  |  |
| --- | --- | --- | --- |
|   |   **Education and Training**  | **Assess****ment** **Process**  | **Essential** **or** **Desirable**  |
| 1  | Be studying on, or qualified from, a recognised Counselling/Psychotherapy qualification at level 7 (post graduate) or higher | A&I  | E  |
| 2 | Membership of BACP, UKCP or similar professional body | A&I | E |
| 3 |  **Experience**  |   |   |
| 4 | Experience and an understanding of mental health issues. Personal experience will be viewed positively  | A&I  | E  |
| 5 | Personal understanding and experience of lesbian, gay, bisexual, trans and queer identities  | A&I  | E  |
| 6 | Experience of working within voluntary sector counselling services  | A&I  | D  |
| 7  | Experience of the assessment of clients for counselling  | A&I  | D |
| 8 | Commitment to working within the BACP’s Framework for Good Practice    | A&I  | E  |
| 9 | Experience of an affirmative approach to LGBTQ mental health issues  | A& I  | D |
| 10 | Training/qualification in a relational counselling model  | A&I | E |
|  |  **Skills and Abilities**  |   |   |
| 11 | Ability to engage with vulnerable adults and people in distress  | A&I  | E  |
| 12 | Ability to establish and maintain positive professional boundaries  | A&I  | E  |
| 13 | Written and oral communication is concise and accurate  | A&I  | E  |
| 14 | Personal qualities including empathy, integrity, humility and ability to engage in reflective practice   | 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  |
| 16 | Strong communication and interpersonal skills and the ability to develop and maintain relationships with a wide range of colleagues | A&I  | E  |
| 17 | Excellent organisational skills, in order to manage client data  | A&I  | E  |
| 18 | Be self-aware and be committed to your own personal and professional development | A&I | E |
|  |  **Knowledge**  |   |   |
| 19 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGBTQ communities  | A&I  | E  |
|  | **Additional training or experience – remote working** |  |  |
| 20 | Training and/or experience in remote working (by phone or online) in a counselling or other helping role.  | A&I | D |

**MindOut Recruitment information February 2021**

**Who we are**

MindOut has been run by and for LGBTQ people who have experience of mental health issues for 21 years.

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
* befriending
* on-line support
* wellbeing courses and workshops
* suicide prevention initiatives, including Out of the Blue peer support group
* social groups and outings
* LGBTQ affirmative practice training and trans awareness training

All of our work is provided by out LGBTQ mental health workers. We aim to create safe spaces for people to be LGBTQ and explore their mental and physical health.

**Counselling Service**

MindOut offers a counselling service run by and for LGBTQ people. Counselling is provided by a team of volunteers, a mix of qualified and trainee counsellors. The Coordinator recruits volunteers, provide an in-house training programme, liaises with external supervisors and allocates clients. The service aims to keep waiting times between referral and assessment and between assessment at start of counselling to a minimum, communicating regularly with those who are waiting. All clients make a financial contribution based on a self-defined sliding scale, a minimum contribution of £5 per session, with exceptions for those clients with no recourse to public funds

All MindOut services are impartial, non-judgemental, confidential and independent. Service user participation in all aspects of the planning, delivery and governance of the organisation and its services is key to our work.

**Our Services**

All of our services are 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.

Our Peer Mentoring, befriending and on-line support services are run by volunteer teams. supported by a member of staff.

Our Peer Support Group Work service offers a weekly programme of both closed, open and social groups, suicide prevention group work and themed groups.

**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, Deputy CEO, Service Manager, two Senior Practitioners, four Advocacy Workers, a Business Development Manager, a Fundraising Assistant, a Counselling Coordinator, a Training Development Worker, two Administrators and two Group Workers.

**Volunteer Team**

Currently MindOut has 35 volunteers working on the Peer Mentoring, befriending and Online services and up to 20 volunteer Honorary Counsellors in our busy counselling service.

|  |
| --- |
|  **MINDOUT**  |

**APPLICATION FORM** for **Black and trans\* / QTIPoC Counsellor Training Bursaries** and for Volunteer Placement with MindOut.

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

|  |  |
| --- | --- |
| **Application for the appointment of:** | Counselling Volunteer / Bursary Recipient |

|  |
| --- |
| **PERSONAL DETAILS (IN BLOCK/CAPITAL LETTERS)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** |  |  |  | **FIRST NAME** |  |  |
|  |  |
|  | **Preferred Pronoun** |  |  |
|  |  |
| **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. When detailing your counselling course please note the modality of the course.*Note that Bursary recipients will need to have education experience to undergraduate (Bachelors) degree level, in order to meet UoB course requirements. You will also need to have completed at least a Level 2 Certificate in Counselling Skills by the time the course starts in October 2021. If you have not already completed such a Certificate course, any offer of a Bursary and place on the PGDip will be conditional.*  |
|  |
| **Venue** | **Date** | **Courses/Qualifications** |
|  |  |  |

|  |
| --- |
| **Member of professional body** |

*It is understood that Bursary applicants will not yet have entered into training and are unlikely to already hold BACP membership, but that if successful you will sign up to the BACP.*

**Are you currently a member/anticipate seeking membership of BACP/UKCP/another professional body?**

Professional body ……………………………………………………

Current member Yes/No

Membership number……………… Renewal date………….

Seeking membership Yes/No

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: |  |

|  |
| --- |
| **EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)** |
|  |
| **List in date order with present or most recent first** |
|  |
| *Please expand the table below or 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: | **Not Applicable** |

|  |
| --- |
| **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, please detail the knowledge, skills and previous experience you have in relation to counselling and in relation to each point in the person specification for this role.  |
| *We recognise that Bursary applicants may have little or no counselling training experience at present. Please refer to the Person Specification and use examples from other areas of life if necessary to meet each point of the person spec.* *You might also choose to talk about any barriers you face now (or have faced in the past) to entering into counselling training.* *Please expand the table below or continue on additional sheets if you need to expand this section.* |
|  |
| **Knowledge, skills and experience relevant to the Volunteer Counsellor post: Statement** |
|  |
|  |

**FINANCIAL RESILIENCE**

|  |
| --- |
| We recognize that finance can be a significant barrier to entering the counselling profession - one reason why it might historically be seen as a white, cis-gendered and middle-class profession. We also have a responsibility to spend these funds carefully, maximising the long-term positive impact for Black and trans\* communities. We need to be confident that those who start the training will be in a strong position to complete it, over a 2+ year period. ***Please describe how you will meet your 50% share of training and associated costs (approx. £3000 per year). What resilience could you put in place for any unexpected costs, e.g. any delay to completing the course?*** |
|  |
| **Financial Resilience: Statement** |
|  |
|  |

| **REFERENCES** |
| --- |
|  |
| Please give details of two people to whom we can apply for references concerning your suitability for this post. At least one of these should be a professional referee. 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** |

**N.B. If your personal statement (above) does not address your BAME and LGBTQ identities, it will be difficult or impossible for us to assess your eligibility for these targeted Bursaries.**

**The EDI information below is optional, but we strongly urge you to provide it as it will help us to assess the impact of our Bursary programme.**

|  |
| --- |
| **EQUAL OPPORTUNITIES IN EMPLOYMENT – STATEMENT OF POLICY** |
|  |
| 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. |

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

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

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

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

|  |
| --- |
| **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) |  |