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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.ukCompany Number 7441667Charity Number 1140098 |

 July 2021

Dear Applicant,

Thank you for your interest in the **LGBTQ People of Colour Development Manager** 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 in audio format please let us know.

The post is for 35 hours per week and is a permanent contract subject to on-going funding. The hours can be worked flexibly by arrangement and will involve occasional evenings and weekends. The post holder will be based in our office at Community Base, 113 Queens Road, Brighton and/or working from home

The salary for this post is £27,306 pa. MindOut provides up to 5% of salary contribution to pension scheme, depending on employee contribution.  The post holder is entitled to 29 days leave per year pro rata, excluding Bank Holidays.

Applications will be judged according to the criteria of the job description and person specification as required by our Equality, Diversity and Inclusion Policy and Recruitment Policy. **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.

# Anti-racism at MindOut

At MindOut we are committed to becoming an anti-racist organisation and doing all we can to improve the mental wellbeing of LGBTQ PoC communities.  MindOut’s Trustees, staff and volunteers have been developing an anti-racism work plan, acknowledging that as a predominantly white organisation we have much to do to understand our role in a racist society, to support the mental health of LGBTQ People of Colour, to become a better employer for LGBTQ PoC colleagues. We have a Race Equity Network, in which the post holder will play a key role.

**MindOut is committed to:**

* improving our communications, including a prominent statement of intent on our website home page
* provision of specific LGBTQ PoC run services, including online sessions, peer support group work and peer mentoring
* opportunities for LGBTQ PoC co-production and service user participation
* research into the lived experiences of LGBTQ PoC communities who experience mental health issues
* staff and volunteer training on white privilege and racism to ensure that we are running safe, inclusive services
* planning anti-racism campaigns
* outreach to PoC community groups to improve access to MindOut support
* recruitment of LGBTQ PoC staff and volunteers
* partnership working to improve the mental health of LGBTQ PoC communities
* prioritising purchasing from Black-owned businesses, especially LGBTQ Black-owned businesses.

Support for the post holder will be through line management supervision with the MindOut CEO, participation in our externally facilitated PoC staff peer support group, external supervision/mentoring and access to our Employee Assistance Scheme.

Please return your application form to myself at the above address or via email info@mindout.org.uk. I regret we are unable to accept late applications.

The closing date for applications is **12 noon on Tuesday 27th July** and interviews will be held on **Thursday 5th August.**

Yours sincerely,



Helen Jones

CEO

**MindOut**

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

**Job Description**

**Job Title** Lesbian, gay, bi, trans and queer people of colour (LGBTQ PoC)

 Development Manager

**Reports to** CEO

**Hours** 35 hours per week

**Salary** £27,306 pa

**Location** Blended approach of homeworking and office based

**Contract**  Permanent (subject to 6 month probationary period)

**Benefits**  A generous package including 29 days holiday a year (pro rata)

 and public holidays, employee pension scheme with up to 5%

 employer contribution, flexible working

**Purpose of role**

At MindOut we are committed to becoming an anti-racist organisation and doing all we can to improve the mental wellbeing of LGBTQ PoC\* communities. MindOut’s Trustees, staff and volunteers have been developing an anti-racism work plan acknowledging that as a predominantly white organisation we have much to do to understand our role in a racist society, to support the mental health of LGBTQ People of Colour and to become a better employer for LGBTQ PoC colleagues.

The post holder will guide our anti-racist strategic development including planning outreach and developing partnerships in LGBTQ PoC communities, leading on consultation, communications and fundraising for new initiatives and services for LGBTQ PoC..

The post holder will work with our established Race Equity Network and oversee implementation of our Anti-Racism work plan.

*\*Note on language and acronyms. We are using the acronym LGBTQ PoC for this post as we want it to be as inclusive as possible. We acknowledge that QTIPoC and BIPoC are also used as acronyms and indicate intersections of race and LGBTQ identities. Similarly the acronym BAME (black, Asian, minority ethnic) will denote a broad range of ethnicities not represented under the umbrella term people of colour. We would like this post to represent all LGBTQ people who would identify under all the above groups and communities.*

This role would ideally suit someone with lived experience as the role focusses on engagement with LGBTQ people of colour.

**Key Responsibilities**

* Develop MindOut’s anti-racism strategic planning
* Consult with diverse communities to increase awareness of the mental health experiences of LGBTQ PoC communities
* Develop and maintain relationships with community groups and organisations working with and led by people of colour to champion mental health and wellbeing
* To support existing MindOut services to become more accessible and affirmative for LGBTQ PoC.

**Main Tasks**

* Proactively engage and consult with LGBTQ POC users of MindOut’s services, community groups and organisations to find out what people want from MindOut services and how we can be more representative of diverse communities.
* To chair MindOut’s Race Equity Network and deliver specific targets within the workplan
* To promote awareness about the experience of and developments regarding the mental health of LGBTQ PoC both locally and nationally
* Contribute to research, presentations, training and podcasts which focus on increasing knowledge and awareness about LGBTQ PoC mental health
* To complete specific tasks allocated through work plans and MindOut’s strategic plan
* To provide monthly reports (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
* Contribute to the overall management of MindOut as part of the management team, including providing cover as required.

**General Responsibilities**

* Attend as appropriate meetings with the CEO, management team, staff team and MindOut executive and sub committees
* Carry out other such tasks as appropriate in negotiation with line management that may be reasonably expected
* Comply with MindOut’s policies, procedures, management and monitoring systems.
* To take responsibility for drawing attention to your own training needs which MindOut will support you with and participate in relevant training and self development
* To be responsible for undertaking your own administration

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.

| No. |  | **Essential/****Desirable** |
| --- | --- | --- |
|  | **Experience** |  |
| 1 | Lived experience as a LGBTQ person of colour | E |
| 2 | Lived experience of mental health issues | E |
| 3 | Experience of working within diverse and marginalised communities | E |
| 4 | Experience of strategic development within the community and voluntary sector |  |
| 5 | Experience of an affirmative approach to LGBTQ mental health and inclusion | E |
| 6 | Experience of engagement and consultation to support mental health and inclusion. | E |
| 7 | Experience of leading developments alongside an advisory group. | D |
| 8 | Experience of designing and delivering presentations, workshops and/or training | E |
| 9 | Experience of project management | D |
|  | **Skills** |  |
| 9 | Excellent communication, presentation, facilitation and interpersonal skills | E |
| 10 | Ability to build effective relationships and increase awareness of anti-racism | E |
| 11 | Written and oral communication is concise and accurate. Ability to prepare and provide monthly written and verbal reports. | E |
| 12 | Ability to work flexibly as part of a team and on your own initiative. | E |
| 13 | Excellent organisational skills, ability to complete tasks in line with personal and organisational work plans, meet deadlines and review priorities |  |
|  | **Knowledge** |  |
| 14 | Knowledge and understanding of key issues and inequalities affecting LGBTQ PoC. | E |
| 15 | Knowledge of and demonstrable commitment to equality, diversity and anti-racist practice | E |
| 16 | Knowledge of mental health services and interventions | D |

**MindOut Recruitment information July 2021**

**Who we are**

MindOut is run by and for LGBTQ people with experience of mental health issues. Our services are impartial, independent, non-judgmental and confidential. 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
* peer support group work
* peer mentoring and befriending
* a low cost counselling service
* 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

**MindOut’s History**

MindOut is 21 years old. 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.

**Staff Team**

The MindOut staff team consists of the Chief Executive, Service Manager, Advocacy Senior Practitioner, Peer Support Senior Practitioner, Counselling Coordinator, three Advocacy Workers, Suicide Prevention/Group Worker, Community Engagement Worker, Online Service Coordinator, Business Development Manager, Training Development Coordinator and two Administrators. See structure diagram below.

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

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| **Application for the appointment of:** | LGBTQ PoC Development Manager |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** |  |  |  | **ADDRESS** |  |
|  |  |
| **Preferred Pronoun** |  |  |  |
|  |  |  |  |
| **FIRST NAME** |  |  |  |
|  |  |
| **TEL Home:** |  | **Work:** |  | **Mobile:** |  |
|  |  |
| **Email** |  |
|  |  |
| 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** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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| --- | --- |
| If you are currently employed, please state your notice period: |  |

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| **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** |
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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? |  | Can we contact before interview? |  |

| **APPLICANTS WITH DISABILITIES** |
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|  |
| MindOut LGBTQ Mental Health Service 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.  |
|  |
| **Disciplinary**: Have you ever been the subject of disciplinary action in the past? No [x]  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** |
|  |
| 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  |  |

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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?** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  | Gay |  | Heterosexual |  | Lesbian |  | Queer |  |
|  |
| Other – please state: |  |

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| **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?** |

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| --- | --- | --- | --- | --- | --- |
| 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) |  |