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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 234839  e: [info@mindout.org.uk](mailto:%20info@mindout.org.uk)  Company Number 7441667  Charity Number 1140098 |

November 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 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 with a view to increase to £30,000 after 6 months following a successful probationary appraisal. 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 how they meet criteria of the job description, person specification and display a commitment to MindOut’s values as required by our Equality, Diversity and Inclusion Policy and Recruitment Policy. **Please make sure your application speaks to every point in the person specification on your application form.** All successful applicants are subject to an enhanced DBS check.

# Anti-racism at MindOut

Like many organisations in the UK, over the last two years we have been on a journey to dismantle institutional racism in our organisation. While we are proud of the work that we have done to embed anti-racist practice into our work, including developing an anti-racism work plan, setting up a Race Equity Network and undertaking anti-racism training for all staff and volunteers, we know there is so much more to do.

Our Trustees, staff, volunteers and service users have been instrumental in challenging the organisation to do better, to acknowledge our white privilege, to hear our black and brown colleagues and service users and to provide safe spaces for LGBTQ PoC to meet, share and support each other. An independent Culture Audit highlighted racism. Staff and Trustees are working together to ensure that we do better in future.

**MindOut is committed to:**

* improving our communications, including an honest reflection of our anti-racism journey and our commitment to embedding anti-racist practice in all areas of our work
* 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
* ongoing 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 build collaborative networks, share resources and 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. We acknowledge that lived experience led anti-racism work will, at some points, be challenging and tiring for the person who take this post so would be keen to hear what support someone might need to be a success in this role.

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

The closing date for applications is **12 noon on Thursday 13th January 2022** and interviews will be held on **Friday 21st January 2022.**

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 (with a view to increase to £30,000 following a successful 6 month probationary appraisal)

**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 embedding anti-racist practice 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, and advising MindOut’s communications and fundraising teams to imbed anti-racist approaches into 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.*

We are a lived experience led organisation and this role is focused on engaging and building authentic lasting relationships with communities of colour, therefore this role is suited to someone with lived experience of being an LGBTQ person 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 appropriate tasks agreed with line management Comply with MindOut’s policies, procedures, management and monitoring systems.
* Identify your own training and development needs which MindOut will support you with and participate in relevant training and s elf-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 behaviours required to carry out the tasks described within the job description. When writing your application, please share examples of how you meet each of the bullet points below. If you are interested in applying but aren’t sure that you have all of the skills and experience, please do still apply. We are open to learning on the job and supporting the development of the successful candidate so that they are able to do the job to the best of their ability

**Skills**

* Excellent communication, presentation, facilitation and interpersonal skills
* Ability to build effective relationships and increase awareness of anti-racism
* Excellent written and verbal communication skills, able to present complex subjects in an accessible way to a range of audiences, including the ability to prepare and provide monthly written and verbal reports.
* Ability to work flexibly as part of a team and on your own initiative.
* Excellent organisational skills, ability to complete tasks in line with personal and organisational work plans, meet deadlines and review priorities
* Excellent project management skills

**Experience**

* Lived experience as an LGBTQ person of colour
* Lived experience of mental health issues
* Experience of working within diverse and marginalised communities
* Experience of community engagement to support mental health or inclusion.
* Experience of designing and delivering presentations, workshops and/or training

**Behaviours and knowledge**

* An affirmative approach to LGBTQ mental health and inclusion
* Knowledge and understanding of key issues and inequalities affecting LGBTQ PoC.
* Knowledge of and demonstrable commitment to equity, diversity and anti-racist practice
* Understanding of mental health services and interventions

**MindOut Recruitment information November 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 anti-racism, equity 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.

***Graphical user interface, Teams

Description automatically generated***