

May 2018

Dear Applicant,

Thank you for your interest in our current recruitment opportunities. We have the following vacancies for:

- **Chief Executive Officer; hours to be negotiated up to 37 hours per week. Salary circa £45,000 per annum pro rata. Based initially at Derby.**

To apply for this position please refer to the guidance notes in this briefing and the following information available from the vacancy section of the Derbyshire Mind Website.

- Job Description and Person Specification for the role
- Application Form (including Diversity Monitoring sheets)
- Policy on Recruitment of Ex-offenders

There is also some general information about Derbyshire Mind at the end of this Applicants Information pack or you can find out more by visiting our website www.derbyshiremind.org.uk

The closing date for this post is the: 1st July 2018 at 5pm.

Please ensure you read the Guidance Notes below before completing your application form, it contains important information about the requirements we have. Failure to adhere to any requirements will invalidate your application.

Thank you for your interest in working for Derbyshire Mind. We wish you every success with your application and look forward to receiving your completed form in the near future

Head Office
Derby West Business Centre
Ashbourne Road
Mackworth
Derby DE22 4NB
T: 01332 345966
W: www.derbyshiremind.org.uk
E: enquiries@derbyshiremind.org.uk

Independent Specialist Advocacy Service
Albany House
Kingsway Hospital
Derby DE22 3LZ
T: 01332 623732
W: www.derbyshiremind.org.uk
E: advocacy@derbyshiremind.org.uk

Guidance notes on filling in the application form.

Please read the following information before completing your Application Form. If you require any additional information please contact us at recruitment@derbyshiremind.org.uk or T: Sinead Dalton on 01332 345966.

- The decision to select you for interview will be based on the information you provide on your application form alone. Please note that the application form must be fully completed, particularly in relation to how you meet the points detailed in the Job Description and Person Specification.
- Please do not attach copies of your CV or Training / Examination Certificates to your application form, (as these will be discarded on receipt).
- You need to personally complete all parts of the application form either by typing, word processing or handwriting the form. If you need to use additional sheets for any part of the form please do so and note this in the required section.
- The form must legible and filled in as clearly as possible, in black ink. Forms not completed in black ink or forms which are not able to be read by the recruitment panel will be disqualified.
- In the 'Education' section of the application form list any examinations or certificates you have gained. Ensure you specifically note any qualifications that are relevant to the post and which are noted in the Person Specification. If you are short listed for interview you may be required to produce certificates as proof of qualifications.
- At shortlisting you will be scored against the items listed on the Person Specification. Therefore you need to inform us about the skills, knowledge and experience you have that mean you can do the job being advertised. These may have been gained through voluntary / paid work, education, home life or hobbies. Please give supporting evidence and examples to demonstrate the statements you make.
- Please complete the Diversity Monitoring Form enclosed with the Application Form. This is for statistical purposes only, and will be separated from your Application Form prior to any short listing process.
- If you wish to apply for the position, please fill out the application form and return it by the specified closing date. You must ensure that we receive your completed application before the deadline. We cannot be responsible for applications received after the closing date and will not consider them.
- If you are returning your Application Form via the Royal Mail, it is important that you pay the correct amount of postage for the size and weight of the envelope to ensure that it is delivered on time. We are unable to be responsible for any delays in postal deliveries.
- In the interests of economy, no acknowledgement of receipt of your application will be made.

Completed Application Forms can be returned electronically to Derbyshire Mind at recruitment@derbyshiremind.org.uk or via the Royal Mail to Sinead Dalton, Recruitment Administration, Derbyshire Mind, Derby West Business Centre, Ashbourne Road, Mackworth, Derby. DE22 4NB.

Our next steps

Should your application be successful at shortlisting you will receive a letter inviting you to interview. Interviews will take place from the 17th of July 2018. Unfortunately, if you are not able to make available interview options we may not be able to process your application further.

If you have not heard from us within 4 weeks of the closing date, you should assume that on this occasion you have been unsuccessful. Please note that due to limited resources we do not provide feedback to candidates who have not been shortlisted for interview.

Privacy Statement

In line with Data Protection Legislation and our policies:

- any information supplied in connection with an application for employment will be kept securely for a period of six months and then will be destroyed.
- any information supplied in connection with an interview for employment will be kept securely for a period of 12 months and will then be destroyed.
- any information with regards to successful candidates who are subsequently employed by Derbyshire Mind will be kept in line with our Retention of Personnel Records Procedures.

Eligibility to work and DBS checks

Please note that Derbyshire Mind is unable to obtain a Work Permit on your behalf. Please ensure that you have a Work Permit if you are required to have one.

This post is subject to a check by the Disclosure and Barring Service (DBS). You will be asked to submit a Passport, Birth Certificate (issued at the time of birth) or photo card Driving Licence as part of the evidence to support your DBS application. If you cannot supply one of these documents, then it will be necessary for us to use an external Validation Service to confirm your identity. There will be a charge incurred for using this service, (which will be deducted from your first months' salary) if you are the successful candidate for the post. Please note that if you do not consent to the use of an external Validation Service if required, then we may be unable to take your application further. Confirmation of employment will only be given on receipt of a satisfactory DBS Certificate being issued.

About Derbyshire Mind

Derbyshire Mind is a local mental health association, established in 1967. We are affiliated to National Mind but are independent of them and as such are a registered charity and company limited by guarantee.

We are committed to:

- Working for improvements in local mental health services
- Making it possible for people with mental health problems to voice their opinions
- Offering quality local services
- Challenging the stigma attached to people labelled 'mentally ill' and increasing public understanding of mental health issues

How does Derbyshire Mind do it?

Through our experience of over 50 years of local work supporting people experiencing mental health problems over the years we have delivered specialist Advocacy Services, community services and delivered training. Derbyshire Mind works in partnership at a local level with statutory, independent and voluntary sector agencies in the health and social care sector.

Our current Services:

Independent Specialist Advocacy Service within Derbyshire. This includes provision of Independent Mental Capacity Advocacy, Mental Health Act Advocacy, Paid Representative service under the Deprivation of Liberty Safeguards and the Independent Complaints Advocacy Service.

Independent Community Advocacy Service across the county of Derbyshire from the 1st of April 2017. This involves the delivery of Care Act Advocacy and Community Advocacy in the county.

The Enjoying Derbyshire Project was established in 2008 to deliver a series of guided walks in and around Derby for people experiencing or recovering from mental health issues. This project had time limited funding and as a result has undergone a number of reviews. At present we have had a significant amount of donations via fundraising which has meant that we have employed a worker for a year to expand the service so that we can develop and deliver a range of other wellbeing activities across the county.

The staff team we employ deliver these services supported at present by a Services Director, Corporate Administrator, Finance Manager and ICT Manager. We currently have 24 members of staff employed on a full or part time basis.

How is Derbyshire Mind Managed?

Derbyshire Mind's work is overseen by the Board of Trustees, made up of local people who have a wide range of skills and experience. The organisation is committed to quality, both in terms of the services we offer and as an employer. We have achieved Community Legal Services Quality Mark, Quality Management in Mind award, Advocacy Quality Performance Mark and the Local Authority Dignity in Care Award.

Diversity and Equal opportunities

Derbyshire Mind recognises that many people in our society experience discrimination or lack of opportunity for many different reasons, sometimes based on their race, religion, creed, colour, national and ethnic origin, political beliefs, gender, sexual orientation, HIV status, age, disability, marital status, family circumstances, responsibility for dependants, geographical area, social class, income level, criminal record and trade union activity.

Derbyshire Mind strives to create an environment, within the limitations of the buildings/accommodations we operate from, in which all individuals can feel welcome as a whole person in their own right and in which they are treated with respect and fairness.

Derbyshire Mind believes that promoting diversity and equal opportunities in relation to our services and our future planning is just as important as promoting this in relation to our paid jobs and volunteering opportunities.

Who provides Derbyshire Mind with its funding?

We would like to say a big thank you to all of our supporters, without whom our work would not be possible. Donations from individuals, groups and members of the public are utilised to support our community work such as the Enjoying Derbyshire Project.

Derbyshire Mind is funded by Derbyshire County CCG's and Derbyshire County Adult Care Services for the delivery of the Specialist and Community Advocacy Services.