

April 2018

Dear Applicant,

Thank you for your interest in our current recruitment opportunities. We have vacancies within our Derbyshire Independent Community and Specialist Advocacy Services for:

- Independent Community Advocate, Permanent Contract, based in Chesterfield, £22-24,000, 37 hours per week
- Volunteer Co-ordinator, Permanent Contract, based in Derby, £23-25,000, 37 hours per week.
- Independent Specialist Advocate, Permanent Contract, based in Chesterfield, £23-25,000, 37 hours per week

To apply for any of these positions please refer to the following information available from the vacancy section of the Derbyshire Mind Website:

- Job Description and Person Specification for each of the roles
- Application Form (including Diversity Monitoring sheets)
- Guidance Notes for Applicants
- Derbyshire Mind Information sheet.
- Policy on Recruitment of Ex-offenders

If you wish to apply for positions, please fill out the application form and return it via the e-mail address: recruitment@derbyshiremind.org.uk by the specified closing date. Alternatively you may send a hard copy to Sinead Dalton, Recruitment Administration at our head office on Ashbourne Road as detailed below. **Do not** send forms to our Advocacy service.

The closing date for the Posts is the: 26th April 2018 at 5pm.

Applications received after the closing date will not normally be considered. We are unable to be responsible for any delays in postal deliveries

Head Office
Derby West Business Centre
Ashbourne Road
Mackworth
Derby DE22 4NB
T: 01332 345965
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



Please ensure you read the Guidance Notes for Applicants before completing your application form as they contain important information about the requirements we have. Failure to adhere to any requirements will invalidate your application.

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. 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.

These posts are 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 any further forward. Confirmation of employment will only be given on receipt of a satisfactory DBS Certificate being received and all information provided will be treated in strictest confidence.

In the interests of economy, no acknowledgement of receipt of your application will be made.

Should your application be successful you will receive a letter inviting you to interview. Interviews will take place from **the xxxxx 2018**. 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.

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