

Dear Applicant,

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

Independent Specialist Advocate  
Independent Community Advocate  
Volunteer Co-ordinator  
Paid Representative  
Advocacy Support & Triage Worker

**These posts are subject to a check by the Disclosure and Barring Service (DBS).**

To apply for a 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 position
- Employment Application Form
- Equal Opportunities Monitoring form

**The closing date for these posts is the: 14<sup>th</sup> November 2018, 5pm**

#### Guidance notes for applicants

Please ensure you read the following information before completing your Application Form, it contains important information about the requirements we have. Failure to adhere to any requirements will invalidate your application. If you require any additional information, please contact us at [recruitment@derbyshiremind.org.uk](mailto:recruitment@derbyshiremind.org.uk)

- The decision to select you for interview will be based on the information you provide on your application form alone. Please note that all sections of the application form must be completed.
- In order to fulfil our commitment to equality of opportunity we would be grateful if you completed and returned the Equality Monitoring Form along with your application. This is voluntary but the data is useful to ensure that we can monitor and ensure we are inclusive in our recruitment processes.
- Please do not attach copies of your CV or Training / Examination Certificates to your application form, as these will be discarded on receipt.
- In the Education and Training 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

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Independent Specialist Advocacy Service  
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Kingsway Hospital  
Derby DE22 3LZ  
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are noted in the Person Specification. If you are shortlisted for interview you may be required to produce certificates as proof of qualifications.

- At shortlisting you will be scored against the Person Specification, 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 ensure you adhere to the word limitation in the Person Specification section of the form. Forms not compliant with this will not be considered.
- If you wish to be considered your application form must be returned by the specified closing date and deadline. We cannot be responsible for applications received after the closing date and will not consider them.
- In the interests of economy, you will only receive an automatic email to confirm receipt of your application.
- Should your application be successful at shortlisting you will receive a letter inviting you to interview. 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 will **not** provide feedback to candidates who have not been shortlisted for interview.

### **Privacy Statement**

In line with Data Protection Legislation and our policies we will ensure that all applicant data is appropriately and securely stored, handled and disposed of.

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 with regards to successful candidates who are subsequently employed by Derbyshire Mind will be kept in line with our Retention of Personnel Records Procedures.

Our full Privacy Statement can be viewed on our job vacancies webpage.

### **Eligibility to work and DBS checks**

If you are offered a position at Derbyshire Mind you will be asked to prove your eligibility to work in the UK and, if necessary for the position, provide documents for us to process a DBS check. This will include providing documents such as a Passport, Birth Certificate or photo card Driving Licence. 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.

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.

Confirmation of employment will only be given on receipt of a satisfactory evidence and checks 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 1<sup>st</sup> of April 2017. This involves the delivery of Care Act Advocacy and Community Advocacy in the county.

The Enjoying Derbyshire Project is funded via donations to Derbyshire Mind and the great work of our fundraisers. As a result of this we have employed a worker to expand the service so that we can develop and deliver a range wellbeing activities across the county.

**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.

**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.

**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**