



Dear Applicant

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

Paid Representative (37 hours per week) – 6 - 12 month maternity cover
Independent Specialist Advocate (37 hours per week)
Independent Community Advocate (37 hours per week).

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 Wednesday 30 June 2021, at 5.00 pm.

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

- 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 could complete and return 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.

Head Office

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W: www.derbyshiremind.org.uk

E: enquiries@derbyshiremind.org.uk

- 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 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 for 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 month's 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 one of a federated network of local Mind charities across the country. Our focus is on improving mental health and wellbeing for people across Derbyshire and Derby City. We provide a range of advocacy and community wellbeing services designed to support people with mental health problems, as well as the wider population. We are committed to developing innovative and responsive services which further promote mental health awareness and wellbeing.

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.

Enjoying Derbyshire is a community based wellbeing programme designed to improve mental wellbeing across Derbyshire and Derby City. We offer a menu of one-off sessions and short programmes for people who may be struggling with their mental health, or just want to boost their mood and improve their mental wellbeing.

Get Set to Go is a national physical activity programme which we set up and are delivering in Derbyshire. It aims to help people with mental health problems to benefit from being physically active in their local communities.

Active Monitoring is a psycho-educational programme designed to provide early intervention provision within Primary Care. We proactively work with individuals on agreed pathways to support early intervention via a facilitated self-help approach.

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 the Advocacy Quality Performance Mark (QPM) which recognises excellence in the delivery of Advocacy services and we hold the Mind Quality Mark (MQM). Derbyshire Mind has been awarded Derbyshire County Council's "Derbyshire Dignity Campaign Award" in recognition of work to promote dignity and respect.

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 future planning is just as important as 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 Council and Derby and Derbyshire CCG 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.