



Dear Applicant

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

Independent Community Advocate (37 hours per week)  
Community Development Worker (22 hours per week)  
Administrator (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.
- Equal Opportunities Monitoring Form.

**The closing date for these posts is *Wednesday 6 July 2022, at 5 pm.***

### **Guidance Notes for Applicants**

- Please ensure you read the following before e-mailing your CV and covering letter; it contains important information about the requirements we have. If you don't meet these requirements, we may not be able to accept your application. If you require any additional information, please contact us at [recruitment@derbyshiremind.org.uk](mailto:recruitment@derbyshiremind.org.uk)
- If you wish to be considered, your CV and covering letter must be returned by the specified closing date and deadline. Please note that we will not be able to accept applications received after the closing date.
- To fulfil our commitment to equality of opportunity we would be grateful if you could complete and return the Equality Opportunities Monitoring Form, along with your CV and covering letter. This is voluntary, but the data is useful to ensure that we can monitor and ensure we are inclusive in our recruitment processes.

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W: [www.derbyshiremind.org.uk](http://www.derbyshiremind.org.uk)  
E: [enquiries@derbyshiremind.org.uk](mailto:enquiries@derbyshiremind.org.uk)

- In the interests of economy, you will only receive an automatic email to confirm receipt of your application.
- The decision to select you for interview will be based on the information you provide in your CV, covering letter and as part of our screening process, prior to selection for interview.
- Should your application be successful at screening 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.
- At interview, you will be scored against the Person Specification; you will need to inform the interview panel 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. You will need to provide supporting evidence and examples to demonstrate the statements you make.
- 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.

### **Criminal Convictions**

As part of its Recruitment of Ex-Offenders Policy, Derbyshire Mind wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) in your covering letter.

Some posts are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and will require a Disclosure and Barring Service (DBS) check. If you have applied for an exempt post, please supply details via your covering letter.

### **Eligibility to Work in the UK and DBS Checks**

Please note that Derbyshire Mind is unable to obtain a work permit on your behalf and is not able to sponsor visas. Please ensure that you have a work permit if you are required to have one.

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. 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 satisfactory evidence and checks being issued.

### **UK Driving Licence**

Please ensure that you hold a current UK Driving Licence to undertake the requirements of the post.

### **References**

Once an offer of employment has been made, you will be asked to provide the names and contact details of two referees. If possible, the first referee should be your present employer and the second referee a previous employer.

### **Other Employment**

As part of our commitment to good employment practice, we will not usually employ permanent or contracted staff who have a regular commitment to study or work with another organisation when **total** study/working hours exceed 48 per week.

### **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.

### **Our Vision:-**

**For everyone in Derbyshire to have good mental wellbeing and to live their best life.**

### **Our Values:-**

**WORKING TOGETHER:** We work alongside others for the greater good.

**LEARNING TOGETHER:** We always aim to do things better.

**EMPOWERING:** We support people to fulfil their potential.

**RESPECTFUL:** We don't judge, we treat others as equals.

**POSITIVE:** We are progressive and focus on solutions.

## **How Does Derbyshire Mind Do It?**

Through our experience of over 50 years of local work, supporting people experiencing mental health problems, we have delivered advocacy services, community services and 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 Health Complaints Advocacy Service.

Independent Community Advocacy Service across the county of Derbyshire from 1 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.

MindSpace meet-ups are supportive community groups supported by Derbyshire Mind volunteers. They create space for people to get together, get some fresh air, meet some new people, and talk and be listened to in a friendly and inclusive group.

## **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).

## **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 for staff, volunteers and service users in which all individuals can feel welcome as a whole person and in which they are treated with respect and fairness.

## **Who Provides Derbyshire Mind with its Funding?**

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

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 CV and covering letter.