



Mind Aberystwyth

HEALTH & WELLBEING CENTRE
REGIONAL CENTRE FOR ASIST & MHFA

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Patron/Noddwr R. Arwel Jones

Mind Aberystwyth relies
on donations.
Please help if you can.

Dear applicant

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Thank you for applying for this post. Included in your application pack are the following documents:

- 1) Guidance notes on completing the application form.
- 2) Job description & person specification.
- 3) Application form.
- 4) Additional information, detailing general terms and conditions.
- 5) General information about Mind Aberystwyth's work.

1) Guidance notes

IMPORTANT - PLEASE NOTE:-

Please read the guidance notes carefully to enable you to complete your application. Use these to tell us on the application form - under the heading "Post for which the application is made" - how you think you meet each of the criteria listed on the person specification for this post.

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equal Opportunities Policy. To do this fairly, we need all applicants to provide relevant information about themselves. This information should be based on the criteria listed in the enclosed person specification and related to the job description.

Please remember that we are not able to consider previous applications or personal knowledge of you. This means that if you already work for Mind Aberystwyth either on a paid or voluntary basis, we will not take account of your personal file or refer to your manager unless you have asked them to provide a reference for you (see Section B).

The information you provide in your application form is the only information we will use in deciding whether you will be short-listed for an interview and it will be used as a basis for the interview itself. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible, particularly if you do not have previous experience of completing a form for an organisation using a selection procedure based on an Equal Opportunities Policy.

2) Job description & person specification

A full job description for the post is enclosed. As well as setting out the job tasks, this provides information on general conditions of service, salary and closing date for receipt of applications etc.

The person specification lays out all the skills, experience and abilities that are necessary for the post holder to undertake the tasks outlined in the job description. Please look at this carefully so that you know what the job

involves and what the range of expertise required is. Think about why you are interested in the job.

3) Application form

Completing the form

1. Please complete all sections of the form.
2. You may find it helpful to do a rough draft first to avoid mistakes, repetitions etc.
3. Ensure the information you give is well organised and relevant.
4. The most useful section of the form is that headed 'Post for which application is made'. This should be used to tell us how you think you meet each of the selection criteria listed on the person specification. Draw particular attention to experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job.
5. Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for ... I organised...). Always remember to specify your own responsibilities rather than those of your section or department.
6. It would be useful for the shortlisting if you use headings for each Criteria listed and demonstrate how you feel you meet each requirement. If it is not apparent from your application that you meet the requirements, you are unlikely to be short-listed.

The most important thing is to tell us: panels will not guess or make assumptions. Curricula Vitae (ie narrative account of working life to date)

CVs will NOT be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the selection criteria.

Application form Section B: References

- On the application form, you are asked to provide names and addresses of two referees. One of these should be your most recent employer/ supervisor. The second should preferably be someone who knows you in a work capacity, whether that work is paid/voluntary/education.
- References will not be taken up until an offer of appointment has been made.

Application form Section C: Equal Opportunities monitoring

Mind Aberystwyth is committed to equal opportunities in our recruitment process. In order to find out how well we are doing we need to collect monitoring data as explained below.

1. Race: We are using the 16 categories recommended by the Commission for Racial Equality. This means we can compare our workforce profile to other organisations and the national and local population more meaningfully. If particular groups are underrepresented, we can take steps to address this.

2. Age: This information will help us find out if our workforce includes people across the age range.

3. Sexuality and religion: The aim is to check that we are an inclusive

employer.

4. Disability: A key aim of the Disability Discrimination Act 2005 was to make sure disabled people have an equal chance of getting into and staying in employment. As an employer Mind Aberystwyth defines a disabled person as anyone who considers themselves disabled and experiences social barriers to entering or participating in employment.

If you have any individualised needs because you are disabled please let us know to let us know. These include individualised needs in relation to the completion of the application form; for the interview where assessment exercises are included; or in general, for the purposes of attending the interview (eg physical access, communication support, personal support). A member of our team will contact you if you have identified any reasonable adjustments.

If you tell us you are disabled we will make reasonable adjustments to your working arrangements wherever possible. Examples of reasonable adjustments may include; provision of equipment or support; changes to working arrangements, duties or hours. If you are successful in your application, a member of our team will contact you to discuss any reasonable adjustments you identify.

5. Experience of mental distress: Mind Aberystwyth aims to reflect the views of those with lived experience of mental distress, including those with severe and enduring mental health problems, in all that it does. We need to know that our workforce includes people with direct experience of mental distress. If you require any adjustments to your working arrangements or require support this can be recorded on the form and a member of our team can contact you to discuss this further should you be

successful in your application.

Confidentiality:

The information that you give us will be regarded as confidential. It will be held securely in the organisation for monitoring and reporting purposes. Composite, anonymous data will be reported to Mind Aberystwyth's Management Team for equality monitoring purposes. All information will be retained in accordance with the Data Protection Act 1998.

4) Additional information, detailing general terms and conditions.

- Equal opportunities

All Mind Aberystwyth's employees must act at all times under the terms of Mind Aberystwyth's equal opportunities policy.

- No smoking

Mind Aberystwyth operates a no-smoking policy and smoking is not permitted on Mind Aberystwyth's premises.

- Conditions of employment

1) The position has been designated by Mind Aberystwyth as requiring a Disclosure through the Disclosure and Barring Scheme. As a result, this position is exempt from the Rehabilitation of Offenders Act and therefore all convictions (spent or otherwise) must be disclosed.

The appointment is subject to satisfactory disclosure.

It is Mind Aberystwyth's decision alone whether or not the content of the Disclosure meets our requirements.

2) In the light of legislation [Section 8 Asylum and Immigration Act, January 1997], as a condition of being able to commence employment with Mind, the successful candidate will be required to provide documentation to prove that they are able to work in the UK. Such documents will include one or more of the following, as appropriate:

National Insurance number

Birth certificate or British passport

Certificate of registration, or naturalisation as a British citizen

Passport or documentation evidencing citizenship of an EEA country

- Appointment

The appointment is subject to a trial period during which up to four weeks' notice may be given on either side.

- Expenses

Out of pocket expenses will be payable at rates set out in Mind Aberystwyth's expenses policy.

- Hours of work/flexible working hours

Working days and hours to be agreed with senior management on appointment.

- Holidays

On Joining, you will receive a paid annual leave entitlement of 28 working days (pro-rata for part-time employees). Your holiday year begins on 1st January and ends on 31st December. In your first holiday year your annual leave entitlement will be proportionate to the amount of time left in the holiday year.

- Sick pay

There is no contractual sickness/injury payments scheme in addition to SSP. Any additional payments which may be made will be at our absolute discretion.

- How to submit your application

Please submit:

- 1 x electronic copy of your application form by email to:

info@mindaberystwyth.org

- (If no electronic signature available) 1 x signed hard copy of your application form by post to the following address:

Mind Aberystwyth, Riverside Terrace, Mill Street Aberystwyth, SY23 1JB
marking both your application form and the envelope **Application for**

appointment of Support Officer.

Please note that the closing date for receipt of completed application forms sent by email to info@mindaberystwyth.org is: Sunday 4th June 2017. (Signed hard copies can be sent to follow if necessary)

5) General Information

Mind Aberystwyth is one of over twenty local Mind associations in Wales, working to improve the life of people affected by mental distress, including family, friends, carers or supporters. We are an independent charity in our own right and a membership organisation, run by local people, for local people.

Mind Aberystwyth is a Health and Wellbeing centre offering a service to residence of Aberystwyth and surrounding areas. We open our doors for a busy café style drop-in twice a week. We offer therapeutic session throughout the week such as arts & crafts, walking and yoga as well as a smoking cessation service. To secure some financial sustainability Mind Aberystwyth sells out training in Mid and West Wales. Core funding is provided through Ceredigion Local Health Board and partners. Our building provides space for the counselling services of the Primary Mental Health Team and Prism. Other organisations like Eich Dewis Chi have their office based in the Mind Aberystwyth building.

Mind Aberystwyth's aims:

We work to create a better life for everyone with experience of mental distress by:

- Advancing the views, needs and ambitions of people affected by mental distress, including carers, family, friends and supporters
- Influencing policy through our involvement in the planning, development and review of local mental health services
- Challenging discrimination and promoting inclusion
- Developing quality services which reflect expressed need and diversity
- Achieving equal rights through the creation of opportunity

Mission and Values

Mission

Our vision is of a community that promotes and protects good mental health for all, and that treats people affected by mental distress fairly, positively and with respect.

The needs and experiences of people affected by mental distress drive our work and we make sure their voice is heard by those who influence change.

We provide information and support and develop local services for people affected by mental distress, including their carers, family, friends and supporters.

Through the services we provide, we seek to make it possible for people affected by mental distress to live full lives, and play their full part in society.

Values:

Informed. People with experience of mental distress drive all we do.

Diversity. We respect everyone's experience and inclusion is at the heart of our work.

Partnership. We are committed to working with Mind and its networks, with our local network and all who will help us achieve our mission.

Integrity. Our independence ensures our integrity – we are never compromised.

Determined. We will never give up challenging discrimination and campaigning for better mental health.

Equal Opportunities Policy

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment,

age or disability.

3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person

where possible.

9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
 - a.the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b.the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c.recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.