

## Mind Aberystwyth Job Information Pack

### Support Worker – fixed term until 31.03.22

In order to make a successful application for the position of Support Worker you will need access to this document and the following documentation;

- Job Description
- Person Specification
- Confidential Application Form

**Closing Date:** These require completing and returning by email to [info@mindaberystwyth.org](mailto:info@mindaberystwyth.org) as indicated by **5pm Friday 21<sup>st</sup> May 2021**

Please contact [info@mindaberystwyth.org](mailto:info@mindaberystwyth.org) if you are missing any items, have difficulties opening any documents, or have any questions.

### Background and Role Context

Mind Aberystwyth is a not-for-profit organisation with services operating in Aberystwyth and across Ceredigion and we are a Registered Charity and Company Limited by Guarantee affiliated to national Mind.

We are looking to recruit a new temporary support worker to join our established team delivering high quality support to the people that Mind Aberystwyth serves.

The people we provide services for are at the heart of everything we do and we want to empower our frontline staff to enable them to make decisions which allow for excellent customer service.

You can find out more about how we work with national Mind on the following website: <http://www.mind.org.uk>

You can access our local website containing details about the services we provide at: <http://www.mindaberystwyth.org>

## **Guidance Notes for Applicants**

### **1. Application form**

Please complete your application and return it by post or e-mail (as a Word document) no later than the closing date referred to in the advert. If you return your application via e-mail there is no requirement to send a hard copy in the post. **Please note:** We will use a word-processed document as part of our assessment of your IT literacy.

CVs will not be accepted as a substitute for the application form.

The application form plays a key part in our recruitment and selection process. We use the information you provide about your skills, experience, career and education history to decide whether to invite you for an interview. It is important that you complete the application form as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the essential and desirable criteria for the role for which you are applying.

### **2. Disability**

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment (if applicable) at that stage. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.

### **3. Entitlement to work in the UK**

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made.

### **4. Diversity Monitoring**

Mind Aberystwyth values diversity and promotes equality. We encourage and welcome applications from suitably skilled candidates from all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we need to know about the diversity profile of people who apply for posts at Mind Aberystwyth. This information is given in confidence for monitoring purposes only and is not seen by anyone responsible for making recruitment decisions. However, if you would prefer not to answer any of the questions we ask, please indicate this.

### **5. Information, experience, knowledge, skills and abilities**

This is a key section of the application form which allows you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile. Selection is based on an assessment of the evidence you provide against the requirements of the role as set out in the person specification. It is important that you tailor your response to clearly demonstrate how you meet each requirement. No assumptions will be made about your achievements and abilities.

Please provide one example for each requirement. You should choose examples of experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or result of your actions. **Please try to limit your response to each criterion to a maximum of 200 words.**

A useful guide might be S.T.A.R:

Specific –give a specific example

Task –briefly describe the task/objective/problem

Action –tell us what you did

Results –describe what results were achieved

Please provide recent work examples wherever possible. However, do remember that relevant examples from other aspects of your life, for example: voluntary or unpaid work, school or college work, family or home responsibilities, can also be given.

## **6. Shortlisting outcomes**

Shortlisted applicants will be invited for an interview. This position will require additional assessments (such as a written task, group activities and presentation). Further details will be provided if you are shortlisted.

## **7.References**

All job offers are subject to the receipt of two satisfactory references: One should be from your current or most recent employer or line manager (if you are employed through an agency), or your course tutor if you have just left full time education. The other should be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following interview.

## **8.Criminal convictions**

Anyone who applies to work within Mind Aberystwyth will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for Mind Aberystwyth—much will depend on the type of job you have applied for and the background and circumstances of your offence. However, we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult, regardless of when the offence took place. All other convictions will be considered on an individual basis. Criminal Records from the *Disclosure and Barring Service* are only requested where proportionate and relevant to the post concerned. This post requires a DBS Disclosure as you are delivering services to vulnerable adults or young people on an outreach basis.

## **Terms and Conditions**

### **1.SALARY:**

**£17,745 per annum actual for 37.5 hours a week full time equivalent. (Pro rata if offered as part-time / job share).**

### **2.ANNUAL/TOTAL LEAVE**

Annual leave will be calculated on a pro-rata basis and will be confirmed at offer of employment.

### **3.PENSION SCHEME**

Mind Aberystwyth provides a NEST pension scheme. Further details of this scheme will be provided to the successful applicant at offer and contract stage.

### **4.LEARNING AND DEVELOPMENT**

Mind Aberystwyth is committed to ongoing staff training and development. This will mean that training for your current job, and future career developments relevant to Mind Aberystwyth will be provided and you will be encouraged to take an active role.

### **5.DISCLOSURE AND BARRING SERVICE CHECKS(DBS)**

This position will require the successful candidate to undergo a DBS check as you will be delivering services to vulnerable adults and/or young people.

### **6.EQUALITY AND DIVERSITY**

Mind Aberystwyth recognises the positive value of diversity promotes equality and challenges unfair discrimination. We recognise people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and approachable.

Mind Aberystwyth will not discriminate or tolerate discriminatory behaviour on the grounds of race, colour, sex, transgender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other irrelevant factor in any aspect of employment.

Our values include a commitment to equality and fairness, and to valuing each other. All our employees are expected to have read and understood our Equality and Diversity Policy and to ensure they behave in accordance with its principles. Breaches of the policy may lead to disciplinary action.

### **7.DIGNITY AT WORK**

Mind Aberystwyth is committed to providing a culture in which all staff value each other and are able to work together to their full potential in an inclusive environment free from harassment, bullying and other unacceptable forms of behaviour. Unacceptable behaviour in the workplace will be actively dealt with, all complaints will be taken seriously, confidentiality will be respected and victimisation of those that raise complaints will not be tolerated.

Our values include commitments to work together and value each other -all our employees are expected to have read and understood our Dignity at Work Policy and to ensure they behave in accordance with its principles. All staff are responsible for helping to create and maintain a positive and inclusive working environment free from bullying and harassment. All managers have a particular responsibility for ensuring a supportive and inclusive working environment in which dignity at work is actively promoted.

### **8.PROBATIONARY POLICY**

New appointments are subject to an initial 6 month probationary period, during which your performance will be regularly reviewed. At the end of the probationary period the outcome of the assessment may be confirmation of post; notice of dismissal; or at the discretion of the Board of Trustees of Mind Aberystwyth, an extension of the probationary period by a further 6 months.

### **9.POLITICAL IMPARTIALITY**

An important part of the principle of impartiality is that Mind Aberystwyth staff are seen to be upholding the principle of party-political impartiality. If you currently hold or are intending to stand for local or national party-political office, we will expect you to tell us about this if shortlisted for interview.

### **10.LOCATION**

Aberystwyth/Ceredigion, but you will be expected on occasion to travel to other locations where we offer services as well as to training or networking events throughout Wales and potentially England.

### **11.EMPLOYMENT STATUS**

This is a temporary post which a 6-month period of probation will apply.

### **12.FLEXIBILITY**

Our roles are open to discussion about flexible working, which may include arrangements such as part-time working, formalised flexitime, fixed (non-standard) working hours, some working from home and job-sharing.

### **13.HOURS OF WORK**

37.5 hours a week (to be worked flexibly).

Normal full time working hours are 9am -5.00pm, Monday to Friday, although these hours may vary from week to week to meet the needs of the job. Staff may be able to agree a different working pattern with their manager.

**Mind Aberystwyth is an affiliated member of Mind which is an operating name of The National Association of Mental Health (NAMH).**