



Policies and Terms and Conditions

1. 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.

2. 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.

3. 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 line managing others who work with vulnerable adults or young people on an outreach basis.

Terms and Conditions

1. SALARY: £37,000 - £40,000 per annum actual for 37 hours a week (to be worked flexibly).

2. ANNUAL/TOTAL LEAVE

Annual leave will be calculated on a pro-rata basis and can be confirmed at interview.

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.

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 permanent post in 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

30 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.

Other:

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>

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