

**Community Base**

**113 Queens Road**

**Brighton**

**BN1 3XG**

t: 01273 234839

e: info@mindout.org.uk

reg. company no. 7441667

Charity Number 1140098

August 2015

September 2017

Dear Applicant,

Thank you for your interest in the **Volunteer Counsellor** post with MindOut.

Enclosed with the application pack are:

* a job description and person specification
* an application form

If you would like this information in another format, e.g. large print or audio recorded please let us know.

The MindOut counselling service offers low cost, short term, time limited counselling (12 weeks) to members provided by and for LGBTQ people.

As a volunteer counsellor we ask that you are able to commit to the service for at least 12 months and that you are willing to work with up to four clients per week. You will need to attend a monthly counsellor’s team meeting which takes place on the first Wednesday of every month from 6pm to 8pm.

The service provides group supervision in groups of 4, for two hours fortnightly. In order to keep the service sustainable we ask our volunteer counsellors to contribute £10 per session towards the cost of supervision, this is payable a month in advance.

As a volunteer counsellor we will provide you with ongoing training as appropriate to your role and a full induction to the service will be provided.

Interviews will be held on **Monday 25th September**.

If successful a full day’s induction to the service will take place on Saturday 14th October.

Yours sincerely,

George Tidey

Counselling Coordinator MindOut

**MindOut**

**lesbian, gay, bisexual transgender and queer mental health service**

**Job Description**

**Job Title:** Volunteer Counsellor

**Responsible to:** Counselling Coordinator

**Summary of Duties**

To provide short term, time limited counselling to clients accessing the counselling service. This will include committing to regular dates and times with clients, attending monthly counsellors meetings, attending fortnightly supervision and maintaining client notes and records.

**Main tasks**

* to work with 4 clients per week
* to maintain client notes and records
* to attend supervision
* to attend any training as required
* to attend monthly counsellors meetings
* to handle cash and record this appropriately
* to follow all policies and procedures in relation to the role
* to assess clients for trainee counsellors (qualified volunteer counsellors only)
* to follow the BACP ethical framework for good practice
* to maintain strict confidentiality with regard to information given by and information about clients

This job description will be reviewed periodically with the post holder to take account of changing demands.

**PERSON SPECIFICATION**

See below the experience, skills, knowledge and competencies required to carry out the tasks described within the job description.  Please ensure that you use examples to demonstrate how you meet each individual criterion on your application form. Criteria marked ‘A’ will be used to shortlist candidates and criteria marked ‘I’ will be assessed during the interview stage.  Criteria marked E are Essential to the role, D are desirable for the role.

|  |  |  |  |
| --- | --- | --- | --- |
|   |   **Education and Training**  | **Assess****ment** **Process**  | **Essential** **or** **Desirable**  |
| 1  | Be studying on, or qualified from, a recognised Counselling/Psychotherapy qualification at **level 7 (post graduate) or higher** | A&I  | E  |
| 2 | Membership of BACP, UKCP or similar professional body | A&I | E |
| 3 |  **Experience**  |   |   |
| 4 | Experience and an understanding of mental health issues. Personal experience will be viewed positively  | A&I  | E  |
| 5 | Personal understanding and experience of lesbian, gay, bisexual, trans and queer identities  | A&I  | E  |
| 6 | Experience of working within voluntary sector counselling services  | A&I  | D  |
| 7  | Experience of the assessment of clients for counselling  | A&I  | D |
| 8 | Commitment to working within the BACP’s Framework for Good Practice    | A&I  | E  |
| 9 | Experience of an affirmative approach to LGBTQ mental health issues  | A& I  | D |
| 10 | Training/qualification in a relational counselling model  | A&I | E |
|  |  **Skills and Abilities**  |   |   |
| 11 | Ability to engage with vulnerable adults and people in distress  | A&I  | E  |
| 12 | Ability to establish and maintain positive professional boundaries  | A&I  | E  |
| 13 | Written and oral communication is concise and accurate  | A&I  | E  |
| 14 | Personal qualities including empathy, integrity, humility and ability to engage in reflective practice   | A&I  | E  |
| 15 | Ability to work flexibly as part of a team, supportive and able to understand impact of role on others  | A&I  | E  |
| 16 | Strong communication and interpersonal skills and the ability to develop and maintain relationships with a wide range of colleagues | A&I  | E  |
| 17 | Excellent organisational skills, in order to manage client data  | A&I  | E  |
| 18 | Be self-aware and be committed to your own personal and professional development | A&I | E |
|  |  **Knowledge**  |   |   |
| 19 | Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGBTQ communities  | A&I  | E  |

**MindOut Recruitment information September 2017**

**Who we are**

MindOut has been run by and for LGBTQ people with lived mental health experience for 18 years.

Our services include:

* advice and information
* mental health advocacy, including urgent need advocacy
* trans specific advocacy and group work
* peer support group work
* peer mentoring
* on-line support
* wellbeing courses and workshops
* suicide prevention initiatives, including Out of the Blue peer support group
* social groups and outings
* LGBTQ affirmative practice training and trans awareness training

All of our work is provided by out LGBTQ mental health workers. We aim to create safe spaces for people to be LGBTQ and explore their mental and physical health.

**Counselling Service**

MindOut is setting up a counselling service run by and for LGBTQ people. Counselling will be provided by a team of volunteers, a mix of qualified and trainee counsellors. The Coordinator will recruit volunteers, provide an in-house training programme, liaise with external supervisors and allocate clients. The service will aim to keep waiting times between referral and assessment and between assessment at start of counselling to a minimum, communicating regularly with those who are waiting. All clients will make a financial contribution based on a self-defined sliding scale, a minimum contribution of £5 per session.

This is a new service, being set up after the recent closure of the LGBT Switchboard counselling service.

All MindOut services are impartial, non-judgemental, confidential and person-centred. Service user participation in all aspects of the planning, delivery and governance of the organisation and its services is key to our work.

**Our Services**

All of our services are independent, confidential, flexible and work alongside service users. Our Advocacy service provides support, representation and information about rights, medication, treatment and any other relevant issue tailored to an individual’s need.

Our Wellbeing project works in Brighton & Hove and East and West Sussex to deliver workshops, courses and group opportunities.

Our Peer Mentoring and on-line support service is run by a volunteer team supported by a member of staff.

Our Peer Support Group Work service offers a weekly programme of both closed, open and social groups, suicide prevention group work and themed groups.

**MindOut’s History**

For the first 12 years, MindOut was a project within Mind in Brighton and Hove. From 1st April 2011 MindOut became an independent organisation, a charity and a company limited by guarantee. We moved to offices at Community Base.

**Staff Team**

The MindOut staff team consists of the Chief Executive, Service Manager, two Senior Practitioners, four Advocacy Workers, a Business Development Manager, a Counselling Coordinator, two Administrators and two Group Workers working between 5 and 10 hours per week.

**Volunteer Team**

Currently MindOut has 35 volunteers working on the Peer Mentoring and online service and one group work volunteer.

|  |
| --- |
|  **MINDOUT**  |

|  |
| --- |
| **Please complete in type or black ink** |

|  |  |
| --- | --- |
| **Application for the appointment of:** |  |

|  |
| --- |
| **PERSONAL DETAILS (IN BLOCK/CAPITAL LETTERS)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SURNAME & TITLE** |  |  |  | **FIRST NAME** |  |  |
|  |  |
|  | **Preferred Pronoun** |  |  |
|  |  |
| **TEL - Home:** |  |  | **Work:** |  |  |  | **Mobile:** |  |  |
|  |  |
| **E- mail** |  |  |
|  |  |
| If you are currently employed, may we contact you discreetly at work? | Yes/No |

|  |
| --- |
| **EDUCATION AND TRAINING** |
|  |
| Please give details of your educational qualifications and experience including short courses where appropriate. Please continue on additional sheets if you need to expand this section. When detailing your counselling course please note the modality of the course. |
|  |
| **Venue** | **Date** | **Courses/Qualifications** |
|  |  |  |

|  |
| --- |
| **Member of professional body** |

**Are you currently a member/anticipate seeking membership of BACP/UKCP/another professional body?**

Professional body ……………………………………………………

Current member Yes/No

Membership number……………… Renewal date………….

Seeking membership Yes/No

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: |  |

|  |
| --- |
| **EMPLOYMENT HISTORY (INCLUDING VOLUNTARY WORK)** |
|  |
| **List in date order with present or most recent first** |
|  |
| Please continue on additional sheets if you need to expand this section. |

| **Name and Address of Employer** | **Job title and brief description of responsibilities** | **From** | **To** | **Reasons for leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |
| --- | --- |
| If you are currently employed, please state your notice period: |  |

|  |
| --- |
| **GAPS IN EDUCATION/EMPLOYMENT HISTORY** |
|  |
| **If you have any gaps of 6 months or more in your education/employment history, please let us know in the following table.** Please continue on additional sheets if you need to expand this section. |

| **From** | **To** | **Reasons for gap** |
| --- | --- | --- |
|  |  |  |

|  |
| --- |
| **KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST** |
| This is the most important part of the form, please detail the knowledge, skills and previous experience you have in relation to counselling and in relation to each point in the person specification for this role. If this is your first counselling placement you may wish to refer to skills practice sessions where relevant.  |
|  |
|  |
| **Knowledge, skills and experience relevant to the post: Statement** |
|  |
|  |

| **Knowledge, skills and experience relevant to the post (continuation)** |
| --- |
|  |
|  |

| **REFERENCES** |
| --- |
|  |
| Please give details of two people to whom we can apply for references concerning your suitability for this post. One of these should be your current course tutor. Please note we **DO NOT** accept friends or family members as referees. If you do not wish us to contact either referee before informing you, please make this clear. Any offer of employment will be subject to satisfactory references. |
|  |
| Name: |  | Name: |  |
|  |  |  |  |
| Job Title: |  | Job Title: |  |
|  |  |  |  |
| In what capacity do you know them? |  | In what capacity do you know them? |  |
|  |  |  |  |
| Address: |  | Address: |  |
|  |  |  |  |
| Post code: |  | Post code: |  |
|  |  |  |  |
| Telephone: |  | Telephone: |  |
|  |  |  |  |
| E-mail: |  | E-mail |  |
|  |  |  |  |
| Can we contact before interview? | Yes/No | Can we contact before interview? | Yes/No |

| **APPLICANTS WITH DISABILITIES** |
| --- |
|  |
| MindOut LGB&T Mental Health Project is committed to employing people with disabilities. Please state any arrangements we can make to assist you, if called for interview or appointed to the post: |
|  |
|  |

| Disciplinary /Criminal Record |
| --- |
|  |
| MindOut undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.  |
|  |
| **Disciplinary**: Have you ever been the subject of disciplinary action in the past? No [ ]  Yes [ ]  **If Yes**, please give details below

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Employer** | **Subject** | **Outcome** |
|  |  |  |  |

**Convictions**: Have you ever been cautioned by the police or convicted of a criminal offence? No [ ]  Yes [ ]   Have you ever been referred to the children’s or adult’s ‘barred’ list? No [ ]  Yes [ ]  **If Yes to either question,** please give details on a separate sheet. Note, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working directly with vulnerable adults, in which case both spent and unspent convictions cautions, bind overs and pending prosecutions must be declared. |

|  |
| --- |
| **THIS SECTION WILL BE DETACHED AND WILL NOT BE SEEN BY THE SELECTION PANEL. IT WILL BE USED ONLY FOR MONITORING PURPOSES** |

|  |
| --- |
| **EQUAL OPPORTUNITIES IN EMPLOYMENT – STATEMENT OF POLICY** |
|  |
| MindOut LGBTQ Mental Health Project is an equal opportunities employer and will apply objective criteria to assess merit. MindOut aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, religion, ethnicity, gender, gender expression, marital status, pregnancy or maternity, sexual orientation, age or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. MindOut is particularly concerned not to discriminate against applicants who have lived experience of mental health issues. |
|  |
| Selection criteria and procedures will be reviewed frequently to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate and possible, special training to enable them to progress within and outside the organisation. MindOut is committed to a programme of action to make this policy fully effective. |
|  |
| Would you please provide the following information which will be treated as confidential but which will assist us to monitor and implement our Equal Opportunities Policy. Your application will not be affected by the information provided or if you choose not to complete part or all of this section. |

|  |  |
| --- | --- |
| APPLICATION FOR THE POST OF: |  |

|  |  |
| --- | --- |
| Please state here where you saw the post advertised  |  |

|  |  |  |
| --- | --- | --- |
| **DOB:** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your gender?** |  | Female |  |  | Male |  |  | Other |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you or have you ever identified as transgender?** |  | Yes |  |  | No |  |  |

|  |
| --- |
| **How would you describe your sexual orientation?** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  |  | Gay |  |  | Heterosexual |  |  | Lesbian |  |  | Unsure |  |  |

|  |
| --- |
| **Which category best describes your ethnic or cultural origin?** |

|  |  |  |
| --- | --- | --- |
| **Asian** | **Mixed** | **White** |
|  |  |  |  |  |  |
| Asian British |  | Asian & White |  | British |  |
| Bangladeshi |  | Black African & White |  | Irish |  |
| Indian  |  | Black Caribbean & White |  | European |  |
| Pakistani |  | Other |  | Other |  |
| Other |  |  |
|  |  |  |
| **Black** | **Chinese or Other Ethnic Group** |
|  |  |  |  |  |  |
| Black British |  | Chinese |  | Gypsy |  |
| African |  | Arab |  | Traveller |  |
| Caribbean |  | Jewish |  | Other |  |
| Sudanese |  |  |

|  |
| --- |
| **If you have a religious or other belief how would you describe it?** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Agnostic |  |  Christian |  |  Jewish |  |  Sikh |  |
|  |  |  |  |  |  |  |  |
| Atheist |  |  Hindu |  |  Muslim |  |  Other |  |
|  |  |  |  |  |  |  |  |
| Buddhist |  |  Jain |  |  Pagan |  |  |  |
|  |  |  |  |  |  |  |  |
| Other belief:  |  |  |  |  |

|  |
| --- |
| **Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes a little |  |  Yes a lot |  |  No (don’t answer next question) |  |

|  |
| --- |
| **If you answered yes, please state the type of impairment. If you have more than one, please indicate all that apply. If none apply, please mark “other” and write an answer in (examples given as guidance)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Developmental condition |  | Mental health condition |  | Physical impairment |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Learning disability/difficulty |  | Long standing illness |  | Other (please sate) |  |