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| S:\NEW MINDOUT LOGOS\JPEG format\NEW MindOut new logo.jpg | **Community Base****113 Queens Road****Brighton****BN1 3XG**t: 01273 234839e: info@mindout.org.ukreg. company no. 7441667Charity Number 1140098 |

February 2019

Dear Applicant,

Thank you for your interest in the post of Business Development Manager at MindOut.

MindOut is looking for a proactive, experienced Business Development Manager to support the charity’s award-winning work to improve the mental wellbeing of LGBTQ communities. You will lead on implementing and developing our Fundraising, Marketing and Communications Strategies and work closely with MindOut’s management team to delivery our Business Plan. You will develop and project manage current fundraising activities including community and events fundraising, and explore new fundraising opportunities. You will develop our stakeholder management and explore new partnership opportunities. You will assist in grant can contract bidding and identifying new opportunities for project funding. You will have the exciting opportunity to take a crucial role in the charity’s future development. This is a great career opportunity for someone with drive, creativity and initiative who is looking to expand their professional experience.

Enclosed with the application pack are:

* a job description
* a person specification
* background information about MindOut
* an application form

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

The post is for 21 hours per week to be worked over 3 days, including occasional evening and weekend work. The post is funded initially for 12 months. The post holder will be based in our office at Community Base in central Brighton. The salary is £31,212 pro rata (£18,727pa) paid monthly in arrears. Holiday entitlement is 29 days a year pro rata, excluding Bank Holidays. MindOut provides a 5% contribution to a group pension scheme to match employee contribution. The post is subject to a probationary period of 6 months. Appointment is subject to an enhanced DBS check.

Applications will be judged according to the criteria of the job description and person specification as required by our Equality, Diversity & Inclusion and Recruitment Policies. Please make sure you answer every point in the person specification on your application form.

Please return your application form to myself at the above address. I regret we are unable to accept late applications. The closing date for applications is **5pm on Thursday 21st March** and interviews will be held on **Wednesday 27th March.**

Yours sincerely,

Helen Jones

CEO

**MindOut**

**Lesbian, Gay, Bisexual, Transgender and Queer Mental Health Service**

**Job Description**

**Job Title**  Business Development Manager

**Responsible to** CEO

**Role Description**

The Business Development Manger will develop existing and new relationships with trusts, individual donors and corporate partnerships and will broadly manage MindOut’s maximisation of all fundraising opportunities and increase and diversify income from these and a range of other sources. You will be responsible for working to agreed income targets via tailored fundraising proposals and for engaging donors with MindOut’s work. Working directly with the CEO and alongside the Services Manager, the post holder will also be responsible for key strategic input to fundraising objectives.

The main thrust of this role is to generate income with a particular emphasis on trusts and foundations, individual donors, corporate partnerships, community fundraising and marketing charged for services, particularly training. You will develop and lead on the stewardship of new donors as well as upgrading existing supporters to contribute at higher levels, so continual spotting and generating new fundraising opportunities for MindOut is key to this role.

**Main Tasks**

* Take ownership of MindOut’s fundraising strategy, leading on developing new and existing relationships with trusts, individual donors, corporate partnerships and community fundraisers
* Develop and market a range of charged for training and other consultancy as appropriate and convert them into sales
* Work with the management team to implement MindOut’s Marketing and Communications Stategy with a specific focus on income generation
* Engage donors with MindOut's work, maximising their donations and marketing their fundraising efforts
* Engage, develop and support a network of community fundraisers ensuring that they feel part of the MindOut family
* Be responsible for key strategic input to fundraising, marketing and communications objectives and take a leadership role in their implementation
* To keep up to date with legislation and governance around all aspects of fundraising
* Work to agreed income targets via tailored fundraising proposals through to actualisation Broadly help the organisation maximise all fundraising opportunities
* Ensure that the values of MindOut and all policies and procedures are adhered to and championed
* Attend all team meetings, trustee meetings and supervision as required
* Undertake any other tasks that are reasonable within the remit of the role

**PERSON SPECIFICATION**

Outlined below are 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 that 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.

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| Experience  |   |   |
| 1. Personal understanding and experience of lesbian, gay, bisexual,trans and queer issues | A & I  | E  |
| 2. Proven track-record of meeting fundraising targets from a range of sources | A&I  | E  |
| 3. Proven track-record of planning and delivering income and other resources from the private sector, ensuring mutual benefit to those corporate relationships. | A & I  | D  |
| 4. Proven track record of developing a community fundraising programme | A & I  | E  |
| 5. Proven track record of developing charged for services in a not for profit setting, such as training | A&I | E |
| 6. Demonstrable grant making trust fundraising experience including research, developing effective cases for support and report writing | A&I | E |
| 7. Demonstrable experience of delivering winning approaches to corporates and managing those relationships to ensure mutual benefit | A&I |  D |
| 8. Experience of and commitment to service user participation and co-production | A&I |  E |
| Skills  |   |   |
| 9. Demonstrable communication and presentation skills, both verbal and written | A & I  | E  |
| 10. Demonstrable aptitude in a leadership role, including planning, management and budgeting | A&I | E |
| 11. Ability to identify, prioritise and deliver a varied work programme | A&I | E |
| 11. IT skills, including use of databases for recording of all aspects of fundraising | A&I | E |
| Personal contribution |   |   |
| 12. Willingness to work flexibly and outside of office hours when required with some travel | A&I  | E |

**MindOut Recruitment information February 2019**

**Who we are**

MindOut is run by and for LGBTQ people with experience of mental health issues. Our services are impartial, independent, non-judgmental, confidential and person-centred. Service user participation is key in all aspects of planning, delivery and governance of the organisation and its services.

Our Vision is a world where the mental health of LGBTQ communities is a priority, free from stigma, respected and recognised.

Our Mission is to improve the wellbeing of LGBTQ people who experience mental health issues, reduce mental health stigma, and promote positive mental health amongst LGBTQ communities.

Our aims are to:

* improve mental wellbeing for LGBTQ people
* reduce social isolation in LGBTQ communities
* reduce suicidal distress in LGBTQ communities
* reduce stigma associated with mental health
* improve mental health services for LGBTQ people

Our values and principles are:

* MindOut is run by and for LGBTQ people with lived experience of mental health issues
* wellbeing includes all aspects of mental, physical and emotional health, across the whole range of mental health issues
* LGBTQ mental health is a collective concern for LGBTQ communities
* we work to promote equality and the diversity of our communities and the principle of accessible and safe spaces
* our work is co-produced by service users, volunteers and staff; this applies to research, development, design, promotion and delivery
* service users are engaged at all levels of the organisation and supported to volunteer, apply for paid work and become Trustees
* we work to continuously improve all we do
* we invest in our workforce

Our services include:

* advice and information
* mental health advocacy, including urgent need advocacy
* trans specific advocacy
* peer support group work
* peer mentoring
* a low cost counselling service
* 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

**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, Deputy Chief Executive, Service Manager, Advocacy Senior Practitioner, Peer Support Senior Practitioner, Counselling Coordinator, three Advocacy Workers, Suicide Prevention Worker, Business Development Manager, two Administrators and two Group Workers working between 5 and 7 hours per week. See structure diagram below.

**Volunteer Teams**

Currently MindOut has approx. 50 volunteers working on the Counselling, Peer Mentoring, online and group work services.

**Board of Trustees**

MindOut’s Executive Committee has 7 Trustees, led by our Chair, Alison France.



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

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| **Application for the appointment of:** | Business Development Manager |

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

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

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| **EDUCATION AND TRAINING** |
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| 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. |
|  |
| **Venue** | **Date** | **Courses/Qualifications** |
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| **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** |
| --- | --- | --- | --- | --- |
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| --- | --- |
| If you are currently employed, please state your notice period: |  |

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| **GAPS IN EDUCATION/EMPLOYMENT HISTORY** |
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| **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** |
| --- | --- | --- |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST** |
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| This is the most important part of the form. The person specification lists the knowledge and skills you need to do the job. These will not necessarily be gained through paid employment. They can also be gained through voluntary work and life experience. If you do not meet all the criteria it is unlikely that you will be short listed for interview. |
|  |
| When completing this section it is useful to use the criteria listed in the person specification as headings and under these please give examples by referring to your professional, academic, personal life or voluntary work. Use extra sheets if you need to and make sure they are clearly marked with your name and the title of the job for which you are applying.  |
|  |
| **Knowledge, skills and experience relevant to the post: Statement** |
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| **Knowledge, skills and experience relevant to the post (continuation)** |
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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.

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| Signature |  | Date: |  |

| **REFERENCES** |
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| 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 or most recent employer. 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? |  | Can we contact before interview? |  |

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

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| --- | --- | --- | --- |
| **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. |

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| **PRIVACY NOTICE** |
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| MindOut needs to keep and process information about you for the purposes of considering your job application. This includes information enabling us to consider your suitability for the role; in order to comply with any legal requirements; to pursue the Legitimate Interests of the Charity and to protect our legal position in the event of legal proceedings. The sort of information we hold includes your contact details; your application form and references; correspondence with or about you; and your performance in any interview(s), if offered. Much of the information we hold will have been provided by you, but some may come from other sources, such as interviewers and referees.We may process special categories of information, including (but not limited to) your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation. Our handling of this data will be subject to our Equal Opportunities in Employment policy, and will be done on the Legal Basis of Legitimate Interest on condition of Article 9(2):b; j of the GDPR.We may also process data about criminal offences. Our handling if this data will be done on the Legal Basis of Legitimate Interest on condition of Article 10 of the GDPR, consistent with applicable Employment Law. We will keep data relating to your application for up to one year. This is to allow us time to process your application, including if the same or a similar post is re-recruited and you wish to apply; to fulfil our Equal Opportunities in Employment policy; and to protect our legal position in the event of legal proceedings.You have various rights considering your data under the relevant legislation, including the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling. For more information about your rights, please contact us and/or consult the Information Commissioner's Office. |

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

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| **EQUAL OPPORTUNITIES IN EMPLOYMENT – STATEMENT OF POLICY** |
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| MindOut LGBTQ Mental Health Service 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. |

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

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

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| **DOB:** |  |  |

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| **How would you describe your gender?** |
|  |
| Female |  | Male |  | Non-binary |  | Queer |  |
|  |
| Unsure |  | Other – please state: |  |

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

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bisexual |  | Gay |  | Heterosexual |  | Lesbian |  | Queer |  |
|  |
| Other – please state: |  |

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

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| --- | --- | --- |
| **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 |  |  |

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| **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:  |  |  |  |  |

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| **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?** |

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| --- | --- | --- | --- | --- | --- |
| 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) |  |