

August 2020

Dear Applicant

Thank you for your interest in applying to be a volunteer for MindOut. We are aiming to recruit volunteer **Telephone Befrienders**.

Enclosed with this pack are:

* a person specification
* background information about MindOut
* an application form
* Equally, Diversity and Inclusion form

You may find it helpful to look at thePerson Specification (see below) when you fill in the application form. Don’t worry if you don’t have all the skills as we will provide training. It may be that you feel you have most but not all of the requirements, and we would encourage you to continue with your application as ongoing support, mentoring and training will be provided.

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

**Telephone Befriending Project**

In response to demand we have secured funds to develop a new telephone Befriending Service. This new service will develop befriending, building on the work of our existing peer mentoring service. This will include intergenerational befriending, with volunteers aged under 30 and over 50.

We are looking for volunteers who identify as LGBTQ and have lived experience of mental health who would like the opportunity to receive training to become a Befriender and who are able to commit to their role for at least six months. Regular one-to-one and team support and supervision is available via zoom, and you would be expected to attend team meetings.

The role of the Befriender is to offer support that can help reduce feelings of loneliness and isolation and increase feelings of connection and inclusion. Sometimes people may want to set goals they want to achieve with their befriender but this is not a requirement. Befriending is person-centred and led by the befriendee and usually takes place weekly or fortnightly. The contract can be short term or longer term by negotiation.

**We particularly welcome those who identify as BAME, PoC, Trans and or Non Binary, who are currently underrepresented in the team. We are passionate about recruiting volunteers who enhance the diversity and presence in our services and are reflective of the LGBTQ community we support.**

Following a successful application, you will be invited to attend a group interview which hopefully will lead to an invitation to attend our essential, pre-arranged training sessions. Once training is complete, we will then meet with you to discuss proceeding with the volunteer opportunity.

**Applications closing date** – Monday 31st August 2020

**Interviews**  Wednesday 9th September 2020

**Training dates:** Friday 18th, 25th September and Friday 2nd October

Please note that all successful applicants are subject to an enhanced DBS check (formally CRB check).

Please return your completed application:

Email: info@mindout.org.uk

**MindOut Volunteer Recruitment Information August 2020**

**Who we are**

MindOut is run by and for LGBTQ people with experience of mental health issues. Our services are impartial, independent, non-judgmental and confidential. 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 and befriending
* a low cost counselling service
* online 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**

MindOut is 20 years old. 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.

**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, Online Service Coordinator, Business Development Manager, two Administrators and one Group Worker. See structure diagram below.

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| **Volunteer Application Form** |

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

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

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

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| **SURNAME & TITLE** | | |  |  | | |  | **ADDRESS** |  | |
|  | | | | | | | |  | | |
| **Pronoun (he/she/they)** | | |  |  | | |  |
|  | | |  |  | | |  |
| **FIRST NAME** | | |  |  | | |  |
|  | | | | | | | | | |  |
| **TEL Home:** | |  | | | **Work:** |  | | | **Mobile:** |  |
|  |  | | | | | | | | | |
| **Email** |  | | | | | | | | | |

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| **TRAINING** | | |
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| Please tell us about any qualifications; courses or training that you have done that might be relevant to volunteering at MindOut. Training will be provided in the role, so please don’t worry too much about training or qualification as lived experiences and a good understanding of LGBTQ mental health is what’s most important here. Use extra sheets if needed. | | |
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| **Course** | **Date** | **Qualifications** |
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| **Please tell us about any experience that you have of paid or unpaid work** |
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| **List in date order with present or most recent first** |
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| Please continue on additional sheets if you need to expand this section.  Please don’t worry too much if you have little or no experience of paid or unpaid work, as lived experiences and a good understanding of LGBTQ mental health is what’s most important here. |

| **Name and Address of Employer** | **Job title and brief description of responsibilities** | **From** | **To** | **Reasons for leaving** |
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| **Please tell us about why you want to volunteer for MindOut, what you hope to gain from the experience and what skills you think you will bring to the project.**  **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 needed.** |
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| **REFERENCES** | | | |
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| Please give details of two people to whom we can apply for references concerning your suitability for this role. | | | |
|  | | | |
| 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: |  |
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| E-mail: |  | E-mail |  |
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| **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  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. | |

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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. |
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| 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. |
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| 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 |  |
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| 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?** |

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| Agnostic |  | Christian |  | Jewish |  | Sikh |  |
|  |  |  |  |  |  |  |  |
| Atheist |  | Hindu |  | Muslim |  | Other |  |
|  |  |  |  |  |  |  |  |
| Buddhist |  | Jain |  | Pagan |  |  |  |
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| 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) | |  |
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| **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)** | | | | | | |

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