

Dear applicant,

Thank you for your interest in working for Mind. Our employees, volunteers, supporters and people who use our services contribute to our work every day. They bring passion, knowledge and a commitment to our values that makes Mind what it is. We hope that this recruitment pack is informative and useful in supporting you to apply for the post you are interested in.

Included in your application pack are the following documents:

- 1) Guidance notes on completing the application form, Mind's equalities statement, confidentiality note
- 2) Who we are and what we do
- 3) Working at Mind – the benefits
- 4) Job description, person specification and additional information
- 5) Application form
- 6) Personal details form
- 7) Equal opportunities monitoring form

We receive many applications for each role here at Mind which means that unfortunately we aren't able to write personally to applicants.

If you have not heard from us by the date shown for interview, you should assume that your application has been unsuccessful this time. If this is the case we hope that you will consider applying for other vacancies at Mind in the future and we thank you for your time and effort in submitting your application.

If you have any other queries or feedback regarding our recruitment process, please contact recruitment@mind.org.uk.

We look forward to receiving your application.

Yours faithfully

Mind's HR Team

Guidance notes for completing the application form

The information you give us in your application form is the only information we will use to decide whether you will be shortlisted for an interview. The information that you supply should be based on the criteria listed in the person specification and related to the job description. We do not consider previous applications or personal knowledge of you.

1. Please complete all sections of the form.
2. The most useful section of the form is headed 'person specification'. This should be used to tell us how you think you meet each of the selection criteria listed on the person specification. Draw particular attention to your experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job.
3. Give examples of the work you have been involved in and remember to specify your own responsibilities rather than those of your department.
4. Please complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the criteria in the person specification. CVs will not be accepted.
5. Please return the form in Microsoft Word format.

Mind's equalities statement

As a committed equal opportunities and equal access organisation we provide and promote equality of opportunity in service delivery and employment. We aspire to greater diversity in order to reflect the communities we work with, and to ensure that our policies and services truly meet their needs.

We recognise that we all identify and define ourselves in many different ways. We will ensure that we always recognise the complexity of people's identity, and will work to ensure that no aspects of a person's life are ignored on account of excluding categorisation or labelling. We know that some of us experience discrimination on more than one count. This is always unacceptable and we will never give up learning from these experiences, challenging discrimination, and campaigning for better mental health. We respect everyone's experience and seek to ensure that inclusion is at the heart of all our work.

Confidentiality

The information that you give us will be regarded as confidential. It will be held securely in the Human Resources Department for monitoring and reporting purposes. All information will be retained in accordance with the General Data Protection Regulations, Mind's Data Protection Privacy Notice and Mind's Data Protection policy.

Who we are

We're Mind, the mental health charity. We believe that no one should have to face a mental health problem alone. We're here for you. Today. Now. Whether you are stressed, depressed or in crisis. We'll listen, give support and advice, and fight your corner.

Every year one in four of us will experience a mental health problem but hundreds of thousands of people are still struggling to get the support they need. Still unable to access the services that could change their life. Still facing prejudice and misunderstanding.

We provide direct support to over a quarter of a million people each year and our ambition is that millions more people with mental health problems will have the support and respect they need and deserve.

Our values

Open – we reach out to anyone that needs us.

Together – we are stronger in partnership.

Responsive – we listen, we act.

Independent – we speak out fearlessly.

Unstoppable – we never give up.

Our mission

We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding.

“Mind is fantastic! It seems that the term ‘mental health problems’ is used so much more regularly nowadays (rather than ‘mad’, ‘weird’ or even ‘antisocial’). I’m sure your campaigning and awareness raising has formed a great part of this shift (although there’s plenty still to be done of course).”

What we do

Campaigning for change

We believe everyone with a mental health problem should be able to access excellent care and services. We also believe you should be treated fairly, positively and with respect.

We campaign on a range of issues that could affect anybody with a mental health problem. From improving access to mental health services like crisis care and talking therapies, to ensuring you get the right support and help when returning to work after developing a mental health problem.

“I needed a safe place – somewhere I could not seriously harm myself until I recovered emotionally. I also needed to feel that someone actually cared for me...”

Information and support

Reliable and supportive information can change the life of anyone experiencing a mental health problem. We provide high quality information through our Infoline which offers callers confidential help, our legal advice service which provides advice on mental health related law to the public and through our award winning publications and website.

“You have been brilliant; I have been able to get more information from you in 5 minutes, than I have over the past 6 months. Thank you so much.”

Networks and Communities

Supporting local services, our local Mind network has a presence in every region in England and Wales; there are 10,000 staff and volunteers in 165 local Minds offering support and care based on the needs of their communities. The strength of this network is in its ability to draw on the skills and experience of a trusted national network, matched with its commitment to local communities.

“My local Mind gave me my life back. I went once a week at first, then decided to risk going to one of the art groups. I quickly found it was as much a support group as an art group. I loved it. Instead of being a hermit I had a life again.”

Time to Change, stigma and discrimination

Alongside Rethink Mental Illness, we are funded by the Department of Health and Comic Relief to run the Time to Change anti-stigma campaign – which has already brought about a reduction in discrimination and improvements in public attitudes. Time to Change’s management team is based at Mind, and we also run community engagement activities, support a network of Champions to speak out against discrimination, and work with the media and employers.

“Time to Change has given me confidence and allowed me to be more open about my mental health issues... I have confronted the stigma attached to this illness many times armed with knowledge I have received from you.”

Media

News reports and portrayals in drama can have a huge impact on public perceptions about mental health problems. Sadly a large proportion of media coverage is sensationalist, negative and relies on stereotypes. Mind is working with journalists and programme makers to promote more accurate representations of mental health and to actively challenge discrimination. Our annual Mind Media Awards celebrates the media professionals who are leading the way in developing material which tackles stigma and increases public understanding.

Professional training and consultancy services

We offer a range of national and local training and consultancy services to enable people to bring about change, end discrimination and promote good mental health. Training includes applied suicide intervention skills, training to develop mentally healthy offices, bespoke training and a programme of conferences and seminars.

Membership

Mind members play a key role in the work we do, they influence the direction of our work and provide important feedback on our campaigns and services.

“Thank you for all you do to make someone like me feel less excluded and isolated.”

Fundraising

Mind is an independent charity and we rely on donations to continue our work. Our broad base of fundraising from the public, from trusts and from companies – but never pharmaceutical companies – gives us integrity. It means that we can stand up and speak out on the issues that matter. Please support us if you can.

“Running the half marathon is a fitting tribute to my brother seeing as he was an incredibly talented sportsman. It angers me how taboo mental distress and breakdowns remain amongst our society.”

Mind Shops

Mind charity shops have been on the high street since 1961 and there are over 125 across England and Wales. As well as being an important source of income, they provide volunteering opportunities to over 1700 people and are a gateway into Mind’s wider support and campaigning work.

Keeping up to date and communicating with Mind

Keep up to date with all of the great things going on at Mind, get involved in our work in a number of ways and support good mental health for everyone:



forbettermentalhealth



twitter@mindcharity



contact@mind.org.uk

www.Mind.org.uk

Working at Mind – the benefits

- Flexible working hours - core hours are between 10.00 and 16.00. Staff can vary the time they start and finish work between 8.00 and 19.30 in agreement with their line manager.
- Minimum annual leave entitlement of 25 days for full time staff (pro rata for part time staff).
- Option to buy or sell up to five annual leave days per annum (pro rata for part time staff).
- Paid public holidays plus additional Mind days (pro rata for part time staff). Mind days are additional days where our offices are closed (often following a Bank holiday) that staff are given in addition to annual leave.
- Staff who have worked at Mind for over 5 years can apply for sabbatical leave or a holiday of a lifetime.
- Contributory pension scheme – Mind contributes 7% if you contribute 5%. You are automatically enrolled (subject to auto enrolment eligibility criteria) into the pension after three months. Later on you have the option to opt out or reduce contributions.
- Free life assurance cover 3x your annual salary.
- Interest free season ticket loan*
- Childcare voucher scheme*
- Eye-care voucher scheme*
- Bike to work scheme - lease a new bike from Mind and spread the cost over/up to twelve months interest free payments*
- Employee assistance programme – free confidential advice and counselling for staff and a family member aged over 18.
- A commitment to staff training and development.

*subject to eligibility and confirmation in post after successful completion of probationary period.