

# **Recruitment Information Pack**

Action Towards Inclusion Project Lead

# Welcome to York Mind!

Thank you so much for your interest in working with us.

**In this pack you should find all the information you need to find out what we're about**

**This includes:**

More about us, what we believe in and our values

Our application process

The job description and person specification

What we expect from our staff

What you can expect from us

## Our Organisation

York Mind is a vibrant and compassionate organisation who work to promote recovery from mental ill-health, improved emotional well-being and independent living. We offer a range of both face to face and digital services from 1:1 support, social activities, advocacy right through to training and services to improve workplace wellbeing.

Our team really care about making a difference and come together to make a change for people's mental health. Last year we helped over 4500 people who are living with mental health problems.

## We Believe

- Mental health is important and a part of each of us
- All people have a right to thrive
- Access to mental health support should be there for everyone
- Asking for help is brave, and lived experience matters
- Stigma around mental health is wrong and must be challenged
- Our work makes a positive difference and we are here to stay

## Our Values

**Being Brave** - Finding the courage and compassion to connect with, and walk alongside others, providing encouragement through rough times towards better days.

**Standing Up** - Dedicating ourselves to advancing mental health appreciation, and championing the conditions that enable people to do and be well.

**Developing Together** - listening to, learning from and helping one another we grow stronger together, becoming better able to serve our communities.

**Actively Seeking** - Realistic about the scale of the challenge, to achieve equity of standing for mental health and wellbeing. We hold on to hope, that through our work, things can and will improve

**Being Pragmatic** - Making decisions based on what's possible and works for the individual. We are down to earth and communicate clearly with kindness

## What people say about us:

*"The counselling was wonderful and so beneficial. My counsellor was lovely; I formed a good relationship with her and this enabled me to think about different ways of doing things. The support helped me to stop feeling like I was drowning."*

*"Before mentoring I was not able to see the positives in life, now I am able to and it has made me happier."*

*"We always feel the advocates are very much focused on the person's needs in a professional and supportive manner."*

*"The staff at Mind are the nicest people, so helpful and so supportive that I couldn't wish for nicer people to speak with. Thanks to you all for what you do."*

*"You are doing a fab job at Mind keeping everyone well. You support so many people. I hope that you know how important you guys are to people like me and those you help."*

## A note from our CEO



Thank you for your interest in York Mind. Applying for a job can be a big step for a whole range of reasons and we want to try and make York Mind a potential work option for as wide a range of people as possible. A diverse staff team helps us live our values, stay creative and gives us new perspectives.

We have included as much information as possible in our pack. If you are interested in a vacancy but are unsure if you should apply, then I strongly recommend you give us a ring. It is equally important that you find out about us as well as York Mind finding about the skills, experience and knowledge you can bring

## About this role

Action towards Inclusion is funded by the European Social Fund and the Big Lottery Community Fund and is a collaborative project involving a number of different organisations across York, North Yorkshire and East Riding as part of the national Building Better Opportunities programme.

It aims to offer long-term holistic support to people who are unemployed and experiencing difficulties relating to health, social exclusion, poverty and employability skills, to help overcome these and move closer towards job-search, training, education and employment.

This role is to jointly project manage the service with the other project lead to provide long term (approximately 6 months) direct support to clients on a 1-2-1 basis supporting those most distant from work, training and volunteering

# Job Description

<b>Job Title:</b>	Action Towards Inclusion Project Lead
<b>Hours Include no of hours of post and if any required days/hours or if this is flexible]</b>	22.5 hours per week
<b>Salary: [Make clear if pro-rata/full time/part time]</b>	£27,423 pro-rata
<b>Responsible to:</b>	Head of Client Services
<b>Responsible for:</b>	Service delivery
<b>Office Based/Hybrid</b>	Office based and working from home
<b>Aim of the post:</b>	Jointly project manage the Action Towards Inclusion Project with the other Project Lead within York Mind including administration, collating and monitoring information and maintaining operational systems <b>Provide long term (approx. 6 months) direct support to clients on a 1-2-1 basis supporting those most distant from work, training and volunteering</b>
<ul style="list-style-type: none"> <li>• <b>Main duties:</b></li> </ul>	
<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• To ensure referrals are appropriate for the outcomes required for this project, long term intensive support to enable people to access jobs, training or volunteering</li> </ul>	

- Provide keyworker support for individual participants facing a range of complex issues adopting a person centred and solution focused approach
- Responsible for recording all key information e.g. data information and project reports keeping these up to date for both York Mind and funders

#### **Client Focused:**

- To support those who are not currently in a place to access jobs, training and volunteering to start looking at these options
- Coordinate appropriate interventions for each participant through partners also working as part of this project, as well as other external opportunities

#### **Administrative:**

- Be jointly responsible for maintaining all the administrative systems required for the project
- Maintain clear and comprehensive project management records in line with the requirements specified by the funders
- To maintain accurate client records and session notes.

#### **External Relationships:**

- To build effective partnerships with providers likely to encourage people to engage in the projects.
- To promote York Mind services externally, as required.
- Liaise with professionals including Social Prescribers, Job Centre to promote and generate interest and referrals into the service.

#### **5. Work within York Mind values**

- Ensure a commitment to quality, working within York Mind's policies and procedures
- Actively engaging within supervision
- Contribute to the wider development of York Mind
- Be a champion for mental health
- Working collaboratively across other York Mind services to help achieve the strategic vision of the organisation

#### **6. Other:**

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager.

If duties and responsibilities change, the job description will be reviewed and amendeded in consultation with the post holder.

**Essential  
qualifications:**

Educated to degree level or equivalent experience



## Person Specification

Don't just tell us how you meet the specification – show us! Feel free to tell us about projects you've worked on, awards you've won, training you've undertaken, and developments you have contributed to. Feel free to add photos and videos

Knowledge , Skills and Experience	Where this will be evidenced Application (A), Interview (I), Exercise (E)
Experience of working in an Action Towards Inclusion project or something similar	A/I
Experience of working with individuals to access employment, training or volunteering	A/I/
Experience of working with individuals on a 1-2-1 basis	A/I
Experience of providing data information and reports	A/I
Experience of using appropriate IT systems and software, for example Microsoft Office and data entry systems	A/I
Good written and communication skills	A/I
Knowledge and understanding of protective characteristics for good mental health.	I
A sound knowledge of relevant government policy and legislation including: Health and Safety and Safeguarding	I
An understanding of the barriers affecting individuals accessing employment, training and volunteering	A/I
To be able to 'hit the ground running'	A/I
Practical Skills	
Experienced in using software packages to an intermediate level: MS Outlook, Word, Excel, PowerPoint	A

Able/willing to learn to use a range of video conferencing platforms	A/I
Demonstrates ability to juggle a busy workload with competing priorities	I
<b>Values and Attitudes</b>	
A commitment to the York Mind values	A/I/E
A commitment to work with the widest range of communities possible to make sure our organisation is representative and inclusive	A/I/E
Self-awareness of own competencies, practical needs and personal resilience, and willing to seek help with these where necessary	A/I/E

\* Experience – you should be able to draw on four or five different examples you could use to describe your experience\*

\*Significant experience – you should be able to comfortably draw on a range of experiences from a number of different situations learnt over a period of time

## Our application process

We prefer to have a conversation with you about the role before you apply.

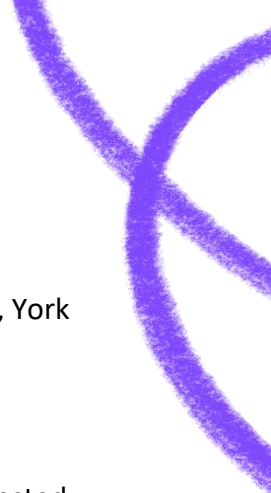
We know application forms take ages to fill in, and you may also be worried that your skills and experience might not be a good fit.

We absolutely want to make our roles as accessible as we can to the widest range of applicants, so these conversations give you the opportunity to ask questions, check your skills and experience against the role, and find out more about the application process.

Book a phone conversation in with us before you apply, and we will talk you through the role, how your skills and experience might fit our job description and person specification, and talk you through how to complete the application form.

You don't have to have this phone call if you'd prefer not to, but we recommend it. That way you know if what you can offer us is a good fit for the role, and you know what we will be looking for when we shortlist our applications.

Once you've submitted your application form, we will compare your application to what we're looking for with our person specification, and if they're a good fit we'll contact you for an interview.



If you would like an informal discussion about this post, please contact Bev Gray on [bev.gray@yorkmind.org.uk](mailto:bev.gray@yorkmind.org.uk). Your completed application form should be returned to: [vacancies@yorkmind.org.uk](mailto:vacancies@yorkmind.org.uk) or posted to York Mind, Highcliffe House, Highcliffe Court, York YO30 6BP

**Closing date:** Friday 5<sup>th</sup> August 2022

**Interview date:** Thursday 11<sup>th</sup> August 2022 (If you cannot make this date and are interested in applying, please contact [bev.gray@yorkmind.org.uk](mailto:bev.gray@yorkmind.org.uk))

You don't have to have this phone call if you'd prefer not to, but we recommend it. That way you know if what you can offer us is a good fit for the role, and you know what we will be looking for when we shortlist our applications.

Once you've submitted your application form, we will compare your application to what we're looking for with our person specification, and if they're a good fit we'll contact you for an interview.

**This post is fixed term until June 2023**

## What we expect from our people

Our clients and colleagues are really important to us. We want York Mind to be a great place to work and to receive services from, so we have some expectations of our staff, which we have pulled from our values.

### You will:

**Put our clients at the heart of your work:** Our clients are always front and centre of the decisions we make, and all the work we do is to enhance their lives, progress mental health awareness and reduce stigma. As part of the York Mind team we will expect you to put clients at the centre of your work.

**Be empathetic and compassionate :** You feel able to walk alongside someone else and appreciate what they are going through, even if this is different to your own experience. You do this with compassion and kindness

**Value difference:** Whether this is a protected characteristic or a different point of view, you will embrace diversity and value the differences and contributions we all bring

**Champion Equity:** Whenever you are representing York Mind, we expect you to be championing equity in mental health services, and equity across all communities for good quality mental health services

**Be non-judgemental** – Mental health and wellbeing can be sensitive and challenging subjects. Everyone experiences mental health differently and we all bring a non-judgemental approach to our work. You may also need to challenge others stigmatising views in a gentle and non-judgemental way.

**Be open and transparent** – You're honest with our clients about what help we can give, and open about our expectations of them. You give your views generously and equally listen to others.

**Be prepared to muck in!** - We're a team and sometimes the unexpected happens. We expect all of our people to support each other and this might mean you end up doing something you didn't expect to do, within reason!

# What our staff can expect from working with us

We're a friendly bunch, who are passionate about improving mental health for everyone. So you'll be joining a bunch of likeminded people working together for a common cause. Whether it's tea and cake in our big meeting room, or a quick catch up on Teams you can be assured of joining a welcoming organisation with wellbeing in mind.

We offer a range of benefits:

- **Hybrid working** - Most of our roles offer hybrid working arrangements, with the exception of a few fully office based roles. There is a usual expectation of some office based work in our hybrid roles but this is usually between 1-2 days week. Please check your role requirements at interview. If you prefer to be fully office based, you also have this option
- **Flexible Working Arrangements** When home working staff have the opportunity to flex their hours between 6am and 9pm to balance their work, life and wellbeing. We also try to accommodate flexible working hours on office days, where possible.
- **Staff Support** – We offer an employee assistance programme to support staff, as well as monthly peer support sessions. We also have a staff support group who are involved in improving staff wellbeing
- **Annual leave** 25 days annual leave (excl. bank holidays). On completing 2 years continuous service at York Mind, full time employees are entitled to an additional 1 day annual leave per year up to a maximum of 30 days. All leave is pro-rated for part time employees. We also offer additional compassionate and special leave.
- **Generous pension contribution** – York Mind pay 6% employer pension contribution
- **Professional Body membership fees**- Where this is an essential part of your role, you can claim these back
- **Working in a values based organisation** – We are constantly trying to evolve and find ways to live our values. This means sometimes we will all get it wrong, and we will all learn together