

# **Recruitment Information Pack**

(practitioner – Schools and Colleges  
Early Support Service)

# 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 the role

Although employed and supported by York Mind, this role is part of a national programme, coordinated by the Anna Freud Centre and delivered in partnership with Mind. There are currently 5 local minds delivering on this programme, and you may be asked to deliver remote support across schools in England. The purpose of the role is to deliver remote 1-1 support to young people and online webinars to parents/carers. This is part of a new programme, which we anticipate will develop over the duration of the project. All training will be provided by the Anna Freud Centre. Ideally, we are looking for candidates who are prepared to take their annual leave outside of school term times.

**Please note, you must be available to start in September, and available for training on the following dates:**

**14, 15, 16, 19, 20 September 2022**

# Job Description

Job Title:	Practitioner – Schools and Colleges Early Support Service
Hours [Include no of hours of post and if any required days/hours or if this is flexible]	18.75 per week. Days negotiable, but must include 4pm – 6pm on working days. <i>Example working pattern:</i> <ul style="list-style-type: none"> <li>• Monday 10:30-6:30</li> <li>• Wednesday 10:30 – 6:30</li> <li>• Thursday 2:30-6:30</li> </ul>
Salary: [Make clear if pro-rata/full time/part time]	£26,423 p/a pro-rata
Responsible to:	Young People’s 1-1 and counselling manager
Responsible for:	n/a
Office Based/Hybrid Working [State office location/whether hybrid or fully office or home based]	Home based
<b>Aim of the post:</b>	To deliver remote support to young people, parents and members of the school community, as part of the national Schools and Colleges Early Help and Support programme.
Main deliverables:	

- 1. Deliver 1-1 remote interventions to young people**
- 2. Deliver remote webinars and sessions for parents and school staff**
- 3. Engage with the wider SCESS partnership**
- 4. Contribute to the ongoing development of the partnership**
- 5. Complete required monitoring and evaluation**
- 6. Work within York Mind values**

**Main duties:**

**Deliver 1-1 remote interventions to young people**

- Deliver sessions within the evidence based model provided
- Provide a safe space for young people to engage in 1-1 remote sessions
- Ensure that any safeguarding concerns are followed up appropriately

**Deliver remote webinars and sessions for parents and school staff**

- Deliver pre planned webinars to parents
- Deliver 1-1 and group support to school staff

**Engage with the wider SCESS partnership**

- Work with the Anna Freud centre to receive referrals
- Engage in group updates and sessions
- Liaise with other local mind partners delivering on the programme

**Contribute to the ongoing development of the partnership**



- Engage in and contribute to partnership meetings
- Support the development of the programme through feedback and observations
- Work with other local minds to share best practice and support

#### **Complete required monitoring and evaluation**

- Keep up to date and accurate records in line with partnership guidelines
- Store all data appropriately, and in line with organisational procedures
- Work with the team to complete all required reports

#### **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

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 amended in consultation with the post holder.

<b>Essential qualifications:</b>	
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## 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, developments you contributed to. Feel free to add photo's and videos

Knowledge , Skills and Experience	Where this will be evidenced Application (A), Interview (I), Exercise (E)
Passionate about adolescent mental health and well-being	A/I
Ability to work with young people who are experiencing mild to moderate mental health difficulties	A/I
Ability to work remotely with parents/carers of children who are experiencing difficulties with their mental health	A/I
Willingness to be trained in a structured evidence-based intervention	A
Ability to stay on track with this model when working with young people	A/I
Willingness to attend, learn and follow guidance in weekly small supervision groups	A
Committing to providing sessions held at the same time every week	A/I
Reflective approach to professional development as a practitioner	A/I
Confident in delivering services remotely	A/I
Confident in using a variety of IT platforms	A

Knowledge and experience of working within safeguarding requirements	A
<b>Practical Skills</b>	
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	A/I
<b>Values and Attitudes</b>	
A commitment to the York Mind values	A/I
A commitment to work with the widest range of communities possible to make sure our organisation is representative and inclusive	A/I
Self-awareness of own competencies, practical needs and personal resilience, and willing to seek help with these where necessary	A/I

\* 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.

**[Helen.fairburn@yorkmind.org.uk](mailto:Helen.fairburn@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

**Closing Date for applications: 9am Thursday 11<sup>th</sup> August**

**Interview date: Monday 15<sup>th</sup> August**

## 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 an 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