

Recruitment Information Pack

(1-2-1 Peer Supporter)

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 4,500 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."

"It has been a pleasure to know [my peer supporter]. She has been an absolute star with me. Amazing to know her. So much progress [has been made]."

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

Do you have lived experience of mental ill health? Do you feel you are in a position to use this experience to support others who are just coming out of hospital?

We are looking for **peer supporters** from a range of backgrounds and experiences so please don't think this is not you – you might be exactly the type of person we are looking for. The team at York Mind will provide you with full training and ongoing support.

As a **peer supporter**, you would provide 1-1 support to individuals leaving Foss Park hospital. This support could be for a range of issues including housing, access to community activities, helping to tackle loneliness or just being a listening ear. Flexibility is key to the success in this role.

This is an exciting opportunity for people who have a genuine interest in using their own experience to support others, enjoy working on a casual basis and want to be part of a new way of working in York.

Successful applicants are required to attend York Mind's compulsory training and be subject to a Disclosure and Barring Service Check (DBS) – training dates are indicated below.

To apply for this role, please complete the attached shortened application form **provided at the end of this document**. It is essential that you tell us about:

- Your lived experience of mental ill health
- Why you would be an effective peer supporter
- Any experience you have of supporting others (personally or professionally)

Your completed shortened application form should be emailed to peersupport@yorkmind.org.uk

For an informal discussion about the peer support role, support completing your application form, or to discuss any access needs then please email peersupport@yorkmind.org.uk or call 07485 367134 (Mike Hickman, Peer Support Coordinator – working days: Monday, Tuesday, and Thursday, 9am – 5pm).

Please note, you must be available to start in September/October (please note – DBS checks must be completed before you can be matched with a client), and available for training on the following dates:

Thursday 8th September – Level 1 Safeguarding Course (10am – 5pm); a date for whole day 1-2-1 Peer Support Training by the Cellar Trust will also be provided. The first Group Supervision meeting for peer supporters will be on Monday 12th September 2022 (2pm – 4pm).

Job Description

Job Title:	1-2-1 Peer Supporter
Hours [Include no of hours of post and if any required days/hours or if this is flexible]	<p>Minimum 3 hours per week – scope for additional hours depending on number of referrals received. Exact days negotiable in collaboration with Peer Support Coordinator.</p> <p><i>Example working pattern:</i></p> <ul style="list-style-type: none"> Monday 10:30 – 11:30 – one hour session with client (all sessions have an additional half hour for writing up of session sheets afterwards) Monday 13:30 – 14:30 – one hour session with client (with half hour writing up) Thursday 09:00 – 10:00 – one hour session with client (with half hour writing up)
Salary: [Make clear if pro-rata/full time/part time]	<p>£11.81 per hour</p> <p>(Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 25 days' holiday during each full holiday year excluding public holidays in England. York Mind's holiday year runs between 1st April and 31st March.)</p>
Responsible to:	Peer Support Coordinator
Responsible for:	n/a
Office Based/Hybrid Working [State office location/whether hybrid or fully office or home based]	Sessions take place in the community; some may take place at Highcliffe House and/or Clarence Street. Venues are negotiated with clients (delivery is not permitted in clients' own homes).
Aim of the post:	To deliver 1-2-1 support to individuals leaving Foss Park Hospital. This support could be for a range of issues including housing, access to community services

Main deliverables:

1. Provide 1-2-1 support for those discharged from Foss Park Hospital and into the community.
2. Share understanding from personal experience, learning, and insight.
3. Where relevant, support practical needs.
4. Complete required session sheets to a high standard and ensure that important information is communicated to Peer Support Coordinator for dissemination to wider Pathway 2 Recovery team.
5. Contribute to the peer supporter community via group supervision sessions and online via Flock.
6. Work within York Mind values.

Main duties:

Deliver 1-1 peer support sessions with identified (matched) clients.

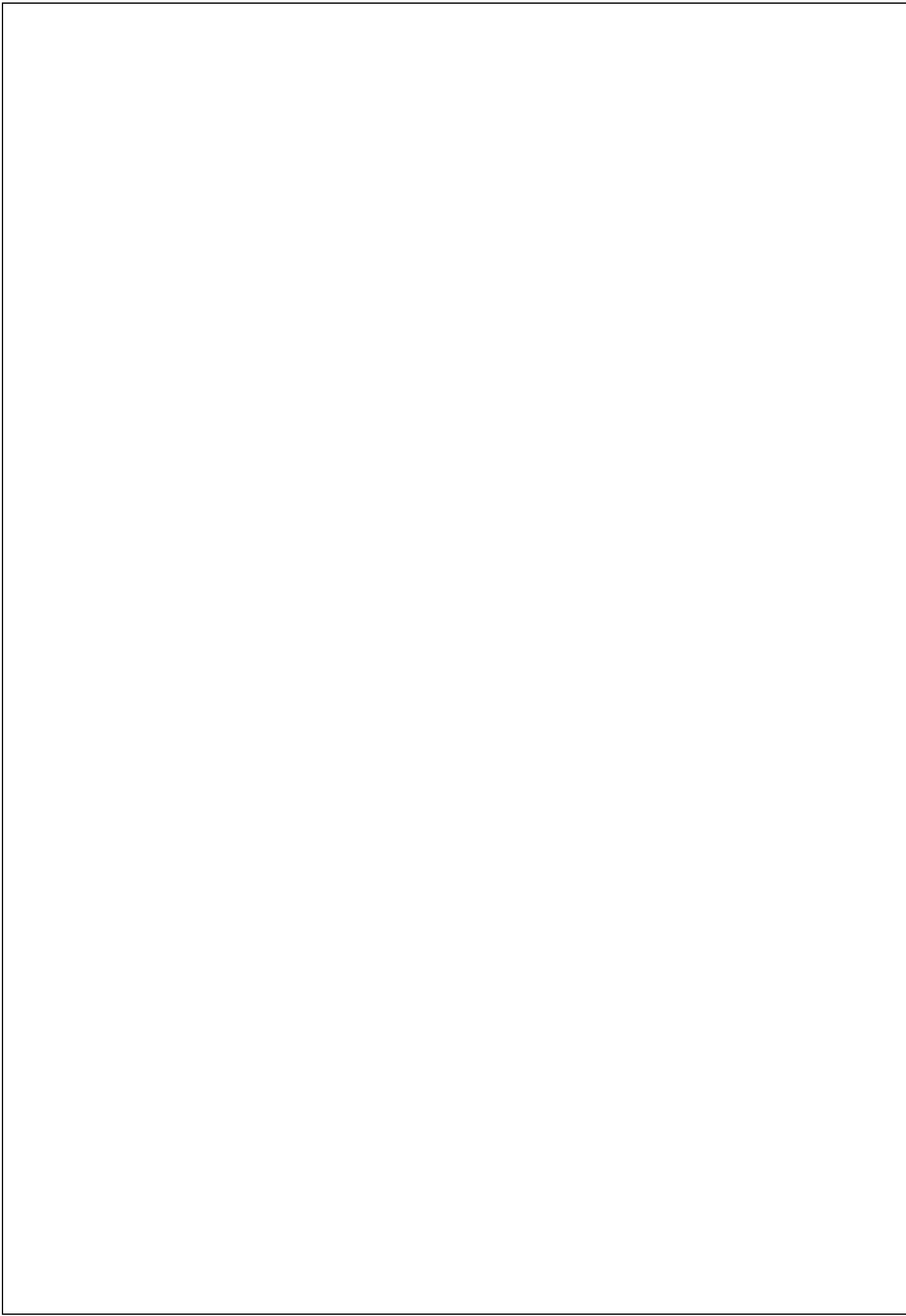
- Deliver sessions in line with the 1-2-1 peer support training provided (and all other mandatory training, including safeguarding) and the peer supporter handbook.
- Work with the team of 1-2-1 peer supporters to share good practice, seek support where necessary, and contribute to the overall effectiveness of the project and its enhancement over time.

Work within York Mind values

- Ensure a commitment to quality, working within York Mind's policies and procedures.
- Actively engage with supervision (when working with clients, individuals have a 1-2-1 and group supervision session per month).
- Contribute to the wider development of York Mind.
- Be a champion for mental health.

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.



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 photos and videos

Knowledge , Skills and Experience	Where this will be evidenced Application (A), Interview (I), Exercise (E)
Passionate about mental health and well-being	A/I/E
Ability to reflect on own mental health and how this may inform the support of others	A/I/E
Ability to work with people who have recently been discharged from Foss Park Hospital	A/I/E
Willingness to work with other peer supporters in training and group supervision to share best practice and seek support	I/E
Reflective approach to professional development as a practitioner	A/I
Knowledge and experience of working within safeguarding requirements	A
Practical Skills	
Demonstrates ability to juggle a busy workload with competing priorities	A/I
Values and Attitudes	
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.

mike.hickman@yorkmind.org.uk (Peer Support Coordinator)

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: gam Monday 22nd August

Interview date: Tuesday 30th 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 like-minded 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. **(1-2-1 Peer Supporters work largely in the community, with some sessions based at Highcliffe House, depending on the needs of clients.)**
- **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** (please see above for holiday arrangements for 1-2-1 peer supporters). We also offer additional compassionate and special leave.
- **Generous pension contribution** – York Mind pay 6% employer pension contribution (where applicable).
- **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.

SHORTENED JOB APPLICATION FORM (PLEASE WRITE CLEARLY IN BLACK INK OR TYPE)

How did you hear about this job?

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:	Forenames:
Address:	Tel No. (Home):
	Tel No. (Business):
	Mobile No:
	E-mail address:
	National Ins. No:

RELEVANT EXPERIENCE (MAXIMUM OF 300 WORDS)

It is essential that you tell us about:

- Your lived experience of mental ill health
- Why you would be an effective peer supporter
- Any experience you have of supporting others (personally or professionally)

OTHER INFORMATION

Do you hold a current driving licence? YES/NO

Do you own a car? YES/NO

Are you related to any trustee or employee of York Mind? YES/NO

If yes, please provide name(s) and state relationship:

EQUALITY ACT 2010

If invited to interview you will be asked if you require any reasonable adjustments in order to attend an interview. Where possible these will always be accommodated.

Any offer of employment will be subject to the receipt of satisfactory references.

REHABILITATION OF OFFENDERS ACT 1974 Please note: Depending on the nature of the post you are applying for, any subsequent offer of employment may be subject to a criminal record check. If a criminal record disclosure is required, it is exempt from the Rehabilitation of Offenders Act due to the nature of our work. This means “spent” convictions, cautions, reprimands or final warnings will be disclosed along with current convictions and cautions. (See information sheet for further guidance)

Please declare any unspent cautions and convictions (and “spent” cautions and convictions if the post is exempt) on a separate sheet and tick this box if doing so ☐

ASYLUM AND IMMIGRATION ACT 1996

Under the Asylum and Immigration Act 1996, York Mind has a duty to ensure that it does not employ someone who does not have permission to be in, or to work in, the United Kingdom.

Do you have such permission? YES / NO

Do you require a work permit? YES / NO

If you are offered the post, we will have to check and record specified documents as defined within the Act before commencement of employment.

REFERENCES

Names and addresses of two referees

Tel No:

Email Address:

Tel No:

Email Address:

Please indicate if we may contact them prior to interview YES/NO

Please state maiden name if applicable

DECLARATION

By signing this form I declare that the information given is true and correct. I accept that supplying false or misleading information or knowingly withholding information may result in any subsequent job offer being withdrawn. I give my consent to my referees being contacted as indicated

Signed Date Name

Thank you for completing this application form.

Data Protection Act 1998

The use of information provided on this form will comply

Recruitment Monitoring Form (Confidential)

York Mind is committed to taking a proactive approach to promoting equality in all aspects of our services including volunteering and employment. We would appreciate if you could complete the equality monitoring questions below. This will help us in monitoring the fairness and effectiveness of our service delivery, employment and volunteering practices and to develop future policies and services. You are under no obligation to provide the information requested and it will not make any difference to the service you receive if you do not answer them. However the more information we collect, the more effective our equality monitoring will be. York Mind is committed to keeping your information private and secure. Any information given will be treated in the strictest confidence in accordance with the Data Protection Act 1988, and will be used solely for the purpose of monitoring.

Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Are you married or in a civil partnership? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Age 16-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
What is your ethnicity?
Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box
White
English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/>
British <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?Heterosexual ☐ Gay woman/lesbian ☐ Gay man ☐ Bisexual ☐Prefer not to say ☐ If other, please write in:**What is your religion or belief?**No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:**What is your current working pattern?**Full-time ☐ Part-time ☐ Prefer not to say ☐**Do you have caring responsibilities? If yes, please tick all that apply**None ☐ Primary carer of a child/children (under 18) ☐Primary carer of disabled child/children ☐Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐Secondary carer (another person carries out the main caring role) ☐

Prefer not to say