



## Guidance Notes for Applicants Community Recovery Team Leader

### Your application

- **Please read through the entire pack carefully before applying.**
- Pay attention to the Job Description with particular reference to the Personal Specification. Tailor your responses to the job you are applying for.
- In your application form include experience and achievement from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests as well as previous paid employment. Your application will include:
  - **A completed application form**, containing contact information, disclosures and reference details. If you need more room, please add additional sheets but tell us you have done this on the form.
  - **A copy of your most recent CV.**
  - **A completed equal opportunities monitoring form.**

**If you fail to send all three of the above, your application will be discounted.**

**All applications should be marked Private and Confidential to:**

**FAO DEVELOPMENT AND SUSTAINABILITY OFFICER  
Burton and District Mind  
67 Branston Road  
Burton on Trent, Staffordshire  
DE14 3BY**

**or emailed to:**      [keri.lawrence@burtonmind.co.uk](mailto:keri.lawrence@burtonmind.co.uk)

**The final deadline for applications is      9AM MONDAY 6 June 2022.**

**Applications received after this time and date will NOT be accepted or considered.**

The proposed date for interviews for shortlisted candidates is **Monday 13 June 2022** between the times of 9:30 and 1pm. Interviews will be in person at our head office. **You should allow for 90 minutes for your interview**, which will include the following:

- 15 minutes' discussion regarding a project case study
- 45-60 minutes of formal questions

We expect the role to commence in July 22, subject to references and background checks, however an immediate start is possible for the right candidate.

## Burton and District Mind Recruitment Guidance Notes

On the grounds of economy, it is not practice to acknowledge receipt of applications or notify unsuccessful applications. Applicants selected for interview are normally notified within 5 days, if you do not hear from us, please assume your application has been unsuccessful on this occasion.

### Time Scales for Recruitment

Date	Objective
17 May 2022	Job Evaluation
17 May 2022	Commence recruitment advertisement
9am 6 June 2022	Deadline for applicants
Monday 17 June 2022 (Proposed)	Interviews PM 9:30 Interview 1 10:45 Interview 2 12:00 Interview 3
18 June 2022	Job offers made and candidates selected for interview notified.
20 June 2022	DBS checks and references commence
18 July 2022	Deadline for Start Date Commence Training and induction

### Important: Terms

Final Offer is subject to an enhanced DBS check for both children and vulnerable adults, 2 references (1 of which must be vocational), and 3 months' successful probationary period.

The service contract is for 24 months with a 12 month potential extension.

### Privacy and Information Sharing

All applications are treated in the strictest confidence. Your application will be kept on file for six months. Your information will be processed in accordance with our Data Protection and Confidentiality Policy. Information that you provide will be only used for Burton and District Mind's HR purposes and for the purposes for arranging training unless there is a legal authority to do otherwise.

However, in order to fulfil the roles required across the project area, we may forward high scoring applications to another local Mind association either before or after interview. You will be informed if this the case.

### Equal Opportunities Policy

Burton and District Mind confirms that it aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their age, family background, employment status, physical or mental disability, or mental ill health, religious beliefs or Political opinions, race, gender, sexuality, marital status, having or not having dependents, or weight. Employment term and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.

Please complete Equality Monitoring Form attached to the application. This is removed before selection takes place and is not used within selection processes. This is so we can monitor and address any imbalances of applications.

## About Burton and District Mind

We are Burton and District Mind, the mental health charity (Charity reg. 1140492).

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

We provide counselling, tenancy and employment support, one to one support and community projects to relieve young people and adults of mental health problems. We operate in Burton on Trent, Uttoxeter, Lichfield, Burntwood and Tamworth. We have been in operation since 1991. We employ a brilliant expert team of dedicated, helpful people, supported by a bank of counselling and non-counselling associates and a handful of carefully selected volunteers.

We have a central office close to the town centre of Burton on Trent, which uses its back garden as a centre for complimentary therapy and eco-therapy, however we are also set up for home-working and distance-working.

Much of our funding comes through our counselling services, through the NHS and for local authority; we also run mental health contracts linked to housing and employment. We work with partner charities across the area on grant funding and cross promotion. And we raise funds through the community to support projects and to ensure we can offer non-NHS services at a low cost.



## About our Future Focus Community Recovery Service

Our community recovery service is a new provision, funded by Midlands Partnership NHS Foundation Trust, and provided by a community partnership including Burton and District Mind, Burton Albion Community Trust, Your Emotional Support Services, Community Together CIC, Curbrough Community Association and Spark Burntwood, as part of the Transforming Community Mental Health Agenda.



The service will actively support around 180 people with long term mental health problems, living in East Staffordshire, Lichfield District or Tamworth, towards personalised recovery goals. The service will make the most of the community provision which already exists in the areas and support the development of anything that might be missing.

The partnership's six recovery workers will provide weekly meet-ups (for up to a year, if necessary) and support with day to day challenges using a bespoke outcomes recovery programme. The Team Leader will play a vital role in the day to day operations of the service, being a point of contact for warm introduction, providing initial assessments and supporting the team with active case management to ensure all stakeholders are making the most of the opportunity of our service.