****

|  |
| --- |
| **CONDITIONS OF EMPLOYMENT**  |

1. **JOB TITLE**

Mental Health Personal Independence Co-ordinator

1. **SALARY**

£26,491 per annumFTE

1. **HOURS OF WORK**

Full time (36 hours per week) worked standard office hours, five days a week Monday to Friday but including some evenings and weekends as required for which time off in lieu will be given.

1. **HOLIDAY ENTITLEMENT**

28 working days per annum plus public holidays. The holiday year begins on l April and employees joining after l April will be granted leave pro rata in their first year. When employees have worked for Mind in Croydon for a continuous period of at least 5 years, they are entitled to additional leave of five days to bring leave entitlement up to a maximum of 33 days per annum.

**CONDITIONS OF APPOINTMENT**

1. We are looking for a Mental Health Personal Independence Co-ordinator to join us for a contract lasting until the 31st March 2023. This post is full time and confirmation to post is dependent on the successful completion of a 6-month probationary period. During the probationary period, the required notice is one week on either side. On completion of probationary period, the required notice is one month on either side.
2. **PLACE OF WORK**

Mental Health Wellbeing Hub in central Croydon, with opportunities to work flexibly from home where agreed

1. **TRANSPORT**

Travel costs incurred in carrying out duties attached to this post will be reimbursed.

1. **PENSION**

An auto enrolment compliant pension scheme run by NOW pensions is in place.

|  |
| --- |
| **RECRUITMENT MONITORING FORM** |

Mind in Croydon is committed to a policy of Valuing Diversity. We want to ensure that no applicant receives less favourable treatment on grounds such as gender, marital status, social class, colour, race, ethnic origin, creed, age or disability. We need to be able to see how well the policy is put into practice, so ask all applicants to complete this form. The information you provide will be used solely for monitoring purposes and will be treated as confidential. Please answer the following questions by ticking the appropriate boxes and, if relevant, complete the additional form for those with a disability as defined under the Disability Discrimination Act 1995.

**Post applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_

# **Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_

**I would describe myself as follows:**

**[A] White**

**[ ]** British

**[ ]** Irish

**[ ]** Any other White background please specify: Turkish/Kurdish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[B] Mixed**

**[ ]** White and Black Caribbean

[ ]  White and Black African

[ ]  White and Asian

[ ]  Any other Mixed background please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[C] Asian or Asian British**

**[ ]** Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Any other Asian background please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[D] Black or Black British**

**[ ]** Caribbean

[ ]  African

[ ]  Any other Black background please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[E] Chinese or Other ethnic group**

**[ ]** Chinese

[ ]  Any other background please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[F] Gender**

**[ ]  Male** **[ ]  Female [ ]  Prefer not to say**

**[G] Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_

**Please note this form is kept quite separate from your application and will not be made available to the people involved in the shortlisting process.**

|  |
| --- |
| **DISABILITY MONITORING FORM** |

**If you consider that you have an impairment that disables you in society (as defined by the Disability Discrimination Act 1995), please complete the following:**

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_

Mind in Croydon welcome applications from all sectors of the community, including candidates with disabilities.

**Definition:**

The Disability Discrimination Act 1995 defines disability as: “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry our normal day-to-day activities”.

**Arrangements if selected for interview:**

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to interview:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrangements if appointed:**

Please give below details of any adjustments which would need to be made in order for you to carry out the duties of the job, if appointed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

January 2021