



Dear Applicant,

Thank you for applying for the post of Community Services Manager/Deputy Director.

Please find enclosed:

- Information about Kensington and Chelsea Mind and our services
- Guidance notes on completing the application form
- Mind's confidentiality, equalities and diversity policy statement
- Job Description and Personal Specification for the post
- Kensington and Chelsea Mind Application Form

Recruitment process:

- Applications by 9am, 22nd March 2018
- Shortlisting by 23rd March 2018
- Interviews will be held, week commencing 27th March 2018

Applicants will be informed whether they have been shortlisted and invited for interview by email.

Thank you for your interest and I look forward to receiving your application.

Yours sincerely,

Recruitment Administrator
For Kensington and Chelsea Mind



About Mind

Mind is the leading mental health charity. We provide information and support to improve the lives for people experiencing mental health difficulties.

Kensington and Chelsea Mind

Kensington and Chelsea Mind is a local charity, affiliated to national Mind. Established in 1974, Kensington & Chelsea Mind has over 35 years of experience developing and providing innovative mental health services to support people to live full and independent lives.

Our services

Mental health advice, information and signposting service, to ensure that people are able to make informed choices about the support they need:

- Advice and information line
- Website and mental health directory, signposting to local services, including crisis support

User involvement services to ensure that people have a say in the types of services that are developed and delivered locally:

- Service User Network
- Positive Steps: inpatient, user led support group to help people prepare for discharge

Peer support services where people use their own lived experience to support each other, in groups or on a one-to-one basis. There are also co-facilitated, peer led, workshops to help people build skills and strategies to improve and maintain their mental wellbeing; and social activities to reduce loneliness and isolation:

Community Living Well Peer Support Service offers:

- One-to-one peer support
- Living Well peer support groups and workshops
- Friends in Need online and social peer support
- Peer support training

Training and employment services to help people get back into the world of work or further training:

Accredited training courses:

- Information Technology - eeDC

- Office Procedures – City and Guilds, level 1
- Painting and Decorating – City and Guilds, level 1
- Horticulture Skills – City and Guilds, level 1

Supplementary workshops and programmes:

- Eco-therapy
- Upcycling

Community engagement training programmes, support groups and workshops to help create mentally healthy communities:

- Healthy Minds Workshops
- Mental Health First Aid: Standard, Light, and Youth
- Help with Hoarding: Hoarding, Acquiring Recovery Programme (HARP)
- Wellness Recovery Action Planning

Who can use Mind services?

Mind services are available to people living in Kensington & Chelsea. Some services cover the Queens Park Paddington area. Entry age criteria ranges from 16 to 18 and over, depending on the service.

How Mind is run?

Mind is governed by a board of trustees, made up of up to 16 people elected from Mind's membership. We aim to reflect the diversity of our community, in respect of age, gender, ethnicity, sexuality, lived experience of mental health issues and local knowledge. The day to day running of the organisation is delegated to the Director.

For more information about Kensington and Chelsea Mind services visit www.kcmind.org.uk

Guidance notes for completing the application form

The information you give us in your application form is the only information we will use to decide whether you will be shortlisted for interview. It is therefore important that you complete the application fully to provide us with the information we require to assess your application. The information that you supply should be based on the criteria listed in the person specification and related to the job description. We will not consider information from any previous applications or personal knowledge of you or make inferences from information that hasn't been supplied. To summarise:

- Complete all sections of the form
- Explain clearly how you meet each of the requirements of the person specification. If you do not address each specification, we will not be able to consider your application
- Number each point of the person specification and limit your answers to no more than 300 words for each of the criteria
- When addressing the person specification, please give examples of your experience and your responsibilities for the work you are documenting
- Please return the form in Microsoft Word Format



Confidentiality

The information that you give us will be regarded as confidential. It will be held securely in the Personnel Department for monitoring and reporting purposes. All information will be retained in accordance with the Data Protection Act 1998.

Mind's equality & diversity statement

Kensington & Chelsea Mind is an equal opportunities and equal access organisation and as such, welcomes and embraces diversity.

Mind will provide and promote equality of opportunity in employment and service delivery regardless of ethnic origin, nationality, religion, gender, sexual orientation, marital status, disability, age, social class or any other relevant personal characteristic or preference. In recruitment we will apply objective criteria to assess skills and abilities and ensure that no job application receives less favourable treatment.

A full copy of Mind's Equality & Diversity Policy is available on request.



Do you need support to improve your mental health and wellbeing?

If you are 16 or over or caring for someone who is then Community Living Well is a new service that offers you a different kind of support for your mental health needs.

It brings people together from your local NHS, voluntary sector and local community groups in one service which will work alongside you and your GP to help you access the support you need.

What are the benefits?

Community Living Well offers easy access to a range of wellbeing and clinical services in one place, including:

- Information on how to look after your mental health and wellbeing including online support
- Local workshops, social activities and one to one support with other people who have had similar experiences to you
- Support to find or keep work, or find volunteering opportunities
- Help with issues such as housing and benefits.

We also offer:

- Psychological therapies to help if you are stressed, worried or low in mood. We can also help individuals who are adjusting to having a new baby or those who need help to live with a long term condition
- Support from specialist mental health workers.



Where can I access Community Living Well?

Our services are based:

Violet Melchett Centre

30 Flood Walk
London
SW3 5RR

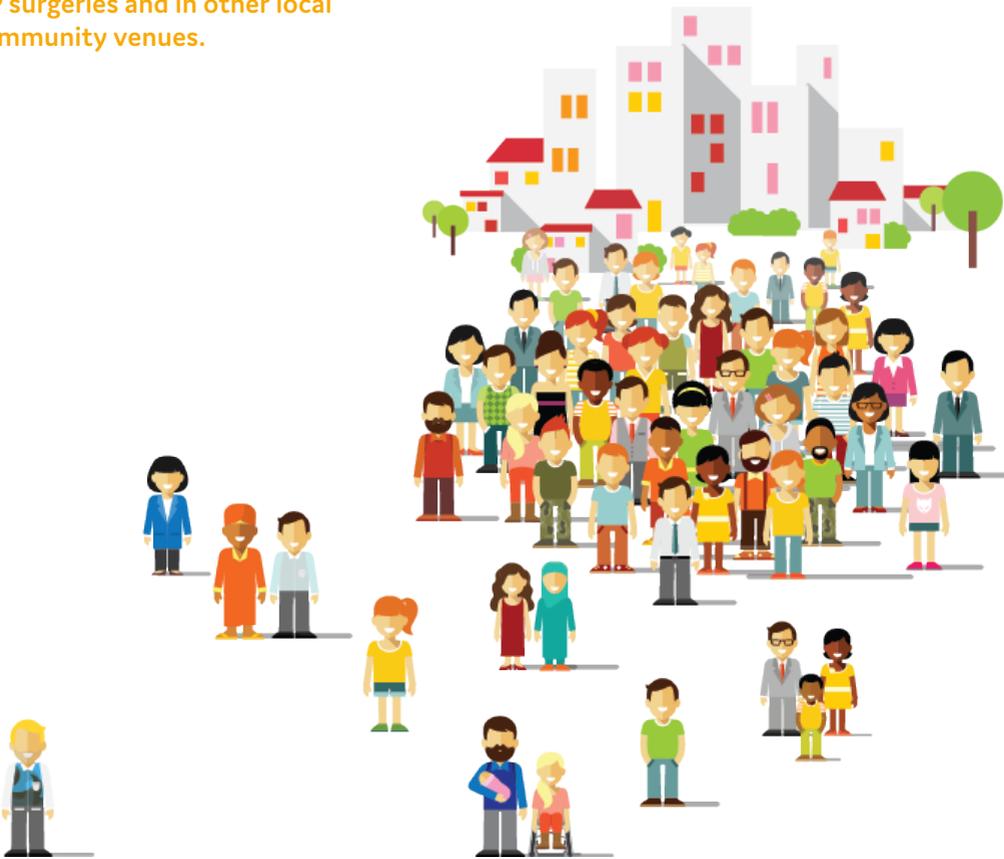
St Charles Centre for Health and Wellbeing

Exmoor Street
London
W10 6DZ

Gertrude St

15 Gertrude Street
London
SW10 0JN

We also provide services at selected GP surgeries and in other local community venues.



communitylivingwell.co.uk

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