

Future Focus

Guidance Notes for Applicants

Future Focus Deputy 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.
 - **A copy of your most recent CV.**
 - **A covering letter** 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.

If you fail to send any of the above, your application will be discounted.

The final deadline for applications is 9am Monday 13 May 2024.

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

A member of the recruitment panel may conduct a short phone call with you after shortlisting to clarify your application.

The proposed date for interviews for shortlisted candidates is Thursday 23 May 2024 in person. Location will be Burton on Trent.

You should allow for 60 minutes for your interview, which will include the following:

- 15 minutes assessment
- 45 minutes of formal questions

We expect the role to commence in June 2024, subject to references and background checks, however an immediate start is possible for the right candidate.

On the grounds of economy, it is not practical 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.

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 6 months' successful probationary period.

Successful applicants will be required to show up to date identification including driving licence, NI number and proof of address.

The role is FIXED TERM for 12 months, with extension dependent on continued funding.

All candidates will be required to demonstrate their ability to work in the UK without sponsorship.

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're 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, one to one support, Future Focus Recovery Service, and community projects to relieve young people and adults of mental health problems. We operate in Burton on Trent, Uttoxeter, Lichfield, Burntwood and Tamworth, with some services operating throughout Staffordshire. We have been in operation since 1991.

We employ a brilliant expert team of around 30 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. Due to increased business and support, we are now opening offices in Burntwood and Tamworth.

Much of our funding comes through contracts with the NHS, such as our counselling services and our mental health rehabilitation and crisis services. We also run mental health contracts linked to housing. 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 the Future Focus service

One to one practical help for people with serious mental illness. Improving your life your way, and connecting you with the community around you.



This vital service is funded by Midlands Partnership NHS Foundation Trust (MPFT) and provided locally through a partnership of six charities led by Burton and District Mind. The Future Focus service helps some of the most vulnerable people in our community with their social intervention needs, in order to support their mental health. Our Future Focus service operates across East Staffordshire, Lichfield District and Tamworth Borough for people aged 17 and over.

“It’s been my absolute pleasure working with yourself and your team, you and your team do a truly brilliant job and I feel we are all equally important in the recovery of our service users. This partnership working is essential to recovery and you and your team are amazing.”

“I’m really grateful for the support you and your team have provided to me and wanted to offer my personal thanks.”

Our team of Recovery Workers provide one to one support for up to a year, helping people with whatever they recognise as affecting their mental health and preventing recovery. This could include helping people to meet up with others in the community, supporting with day-to-day life skills, or addressing complexity around independence. The Recovery Workers are in turn supported by peer support, clinical staff in MPFT’s mental health teams, and supervision and pastoral support from Burton and District Mind.

