



Guidance Notes for Applicants Funding Project Coordinator August 2024

Please read through the entire pack carefully before applying.

Pay attention to the Job Description with close reference to the Personal Specification. Tailor your responses to the job you are applying for.

Your application will include:

- **A cover letter outlining your reasons for applying and how you believe you are a suitable candidate.** Include experience and achievement from any sphere of your life against **key parts of the Personal Specification**. 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.
- **A copy of your most recent CV.**

This application will be scored against the **Personal Specification**; candidates who reference the qualities note in the **Personal Specification** are more likely to score higher.

If you fail to send both of the above, or your application scores below our minimum expectations, your application will be discounted.

All applications should be marked Private and Confidential to:

**FAO Office Administrator
Burton and District Mind
67 Branston Road, Burton on Trent,
Staffordshire, DE14 3BY**

or emailed to: jobs@burtonmind.co.uk

The deadline for application is 9am Monday 16 September 2024. Interviews are planned to take place Tuesday 24 September 2024.

Please note that we are unable to sponsor roles. You must have the right to work in the UK.

If you are invited to interview you will be asked to complete an application form prior to interview, and provide evidence of your identify, ability to drive, and qualifications.

Interviews for approved candidates are projected to take place between the times of 9am to 5pm with around 5 days' notice. Interviews will be conducted over MS Teams. **You should allow for 90 minutes for your interview**, which will include the following:

- 20 minutes practical assessment
- 40-60 minutes of formal questions

We expect the role to commence on 14 October 2024, subject to references and background checks, although a sooner start can be explored.

We will acknowledge receipt of applications – if you do not hear from us two working days after your application, please call us. On the grounds of economy, it is not practice to notify all unsuccessful applications. If you do not hear from us by 24 September 2024, please assume your application has been unsuccessful on this occasion.

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 candidates must be able to drive with a Full Driving Licence. and have access to their own vehicle.

The role is a fixed term post for 12 months with a view to extend based on the needs of the charity.

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.

If selected for interview, you will asked to complete a demographics survey which are removed ahead of selection process. Upon any jobs offered, we will ask for completion of a Health Questionnaire so we can be as proactive in your support as reasonably as we can.

However, please not that we cannot sponsor jobs due to scale of costs associated with this. All applicants must have the right to be employed within the UK without need for sponsorship.

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, tenancy and employment support, 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. 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 an office in Burntwood.

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 this role...

Between 2022 and 2024, Burton and District Mind reviewed and redeveloped their approach to community fundraising. Key successes demonstrated the value in provided dedicated staff resource to support our generous donors with a personal touch, being present to support their activity, provide promotional materials and communications to increase donations. We also noted that lots of local businesses are keen to support the mental health of both their employees and the local community, and we found that we all did our best in raising funds and awareness when our Workplace Health offer and our Fundraising offer are combined.



We now have a brilliant and proven approach to community fundraising and have sustained relationships with many of our committed donors. However, we still know we have more to do. Mental health problems are still on the rise, and as more people turn to us for help, we know we need innovation and projects to help them. Grant funding only does so much.

Burton and District Mind are now looking for a new and driven Funding Project Coordinator to take us to the next level and help the mental health of our communities.