

**Mental Health Matters Wales**

Union Offices, Quarella Road, Bridgend, CF31 1JW

**Tel:** 01656 767045/651450 **Fax:** 01656 768775

**Email:** admin@mhmwales.org

Dear Applicant,

**Re: Independent professional Advocate (IPA) - Bridgend**

Thank you for your enquiry about the above post. Please find enclosed an application form and further information about the post and **Mental Health Matters Wales.**

If you decide to apply for the post, please send your application form in an envelope marked ***Job Application – IPABGD,*** this will help us to avoid opening applications until the short-listing meeting.

If, having applied, you are not selected for interview, you will not hear from us again, unless you enclose a stamped addressed envelope with your completed application form.

**Please Note:** CVs will not be accepted.

Thank you for your interest.

Yours sincerely,

Richard Jones

**Chief Executive Officer**

**Mental Health Matters Wales**

**Cultural Competency Statement**

**Mental Health Matters Wales is working towards the Diverse Cymru Cultural Competency Award. Mental Health Matters Wales believes that everyone has the right to equal metal health care regardless of their status.**

**It is our mission to address health disparities by enhancing the delivery of culturally competent mental health services in our communities. It is our vision to redefine the narrative and recognise the cultural differences that exist and bridge that gap by developing inclusive services.**



Privacy Notice for Job Applicants

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

1. DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

* 1. processing is fair, lawful and transparent
	2. data is collected for specific, explicit, and legitimate purposes
	3. data collected is adequate, relevant and limited to what is necessary for the purposes of processing
	4. data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
	5. data is not kept for longer than is necessary for its given purpose
	6. data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
	7. we comply with the relevant GDPR procedures for international transferring of personal data
1. TYPES OF DATA HELD

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

1. personal details such as name, address, phone numbers;
2. name and contact details of your next of kin;
3. your photograph;
4. your gender, marital status, information of any disability you have or other medical information;
5. right to work documentation;
6. information on your race and religion for equality monitoring purposes;
7. information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter;
8. references from former employers;
9. details on your education and employment history etc;
10. driving licence;
11. criminal convictions.
12. COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.

1. LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

|  |  |
| --- | --- |
| **Activity requiring your data** | **Lawful basis** |
| Carrying out checks in relation to your right to work in the UK | Legal obligation |
| Making reasonable adjustments for disabled employees | Legal obligation |
| Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion | Our legitimate interests |
| Making decisions about salary and other benefits | Our legitimate interests |
| Making decisions about contractual benefits to provide to you | Our legitimate interests |
| Assessing training needs | Our legitimate interests |
| Dealing with legal claims made against us | Our legitimate interests |
| Preventing fraud | Our legitimate interests |

1. SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

* 1. health
	2. sex life
	3. sexual orientation
	4. race
	5. ethnic origin
	6. political opinion
	7. religion
	8. trade union membership
	9. genetic and biometric data.

We carry out processing activities using special category data:

1. for the purposes of equal opportunities monitoring
2. to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

1. you have given explicit consent to the processing
2. we must process the data in order to carry out our legal obligations
3. we must process data for reasons of substantial public interest
4. you have already made the data public.
5. FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

1. CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of **legal obligation** and **our legitimate interests** to process this data.

1. WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

MHM Wales will not share your data with third parties for the following reasons:

We do not share your data with bodies outside of the European Economic Area.

1. PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

1. RETENTION PERIODS

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

1. AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

1. YOUR RIGHTS

You have the following rights in relation to the personal data we hold on you:

* 1. the right to be informed about the data we hold on you and what we do with it;
	2. the right of access to the data we hold on you. We operate a separate Subject Access Request policy and all such requests will be dealt with accordingly;
	3. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
	4. the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
	5. the right to restrict the processing of the data;
	6. the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
	7. the right to object to the inclusion of any information;
	8. the right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact **HR Department, MHM Wales, Union Offices, Quarella Road, Bridgend. CF31 1JW** by post.

1. MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

1. DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Richard Jones, Chief Executive Officer

richard.jones@mhmwales.org Tel: 01656 651450



**JOB** **DESCRIPTION**

**Title:**

**Salary:**

**Hours:**

**Contract:**

**Pension:**

**Line** **Management:**

**Accountable** **to:**

**Office Base** **in:**

**Independent** **Professional** **Advocate (IPA)** **- Bridgend**

**£16,452.70** **-** **£18,581.08** **(Actual, per Annum for below hours, pro rata**

**25 Hours** **per** **week**

**Permanent**

**Auto Enrolment pension contribution**

**Operations Manager - Advocacy**

**Mental** **Health** **Matters** **Wales’** **Board** **of** **Trustees**

**Bridgend**

**Purpose** **of** **the** **post**

To provide an Independent Professional Advocacy (IPA) Service as identified within the Social Services and Well-being (Wales) Act 2014, Part 10 which states “Local authorities must arrange for the provision of an independent professional advocate when a person can only overcome the barrier(s) to participate fully in the assessment, care and support planning, review and safeguarding processes with assistance from an appropriate individual, but there is no appropriate individual available”

To promote self-advocacy and to provide formal advocacy to people living within Bridgend County Borough who experience mental health issues, physical disabilities, sensory impairment issues, those with dementia,

To actively promote the purpose and importance of IPA to professionals based in community settings and healthcare setting where clients may be in receipt or require Social Services support.

**Main** **duties**

1. To provide an Independent Professional Advocacy service to individuals in line with the Social Services and Well-being (Wales) Act 2014, within Bridgend
2. Provide IPA support, to clients which may include accompanying clients to meetings, or support in writing letter to represent and/or negotiate on their behalf as requested
3. To work in such a way as to encourage clients to self-advocate as much as possible via training/coaching/rehearsing
4. To provide clear information to enable clients to understand their rights and to make informed choices on options available to them
5. To make and maintain secure, accurate and confidential case records
6. To maintain contacts in the community

7. In conjunction with the IPA manager and Bridgend Council, work to maximise the potential for the future development of the IPA service.

8. In conjunction with the manager actively develop and maintain links with other advocacy groups within Bridgend.

**Corporate** **Responsibilities**

1. To adhere to and implement MHM Wales’ philosophy, aims and objectives and policies and procedures
2. To contribute fully to team meetings, working groups and in-house training
3. To attend and fully engage in supervision (or annual performance review) with the IPA Manager
4. To identify and attend training as necessary

5. To regularly monitor, upkeep and disseminate statistical information as required

6. To undertake other duties identified as reasonable and necessary within the scope

of this post

7. To network with other Mental Health Matters Wales staff members to promote and facilitate integrated and cohesive services

**Other** **duties**

1. To be willing and able to undertake the Level 3 Certificate/Diploma in Independent Advocacy within 12 months of undertaking the post

2. To provide occasional cover for IMCAs/PRPR role

**General**

1. The post holder may be required from time to time to perform other duties that fall within the scope of this post to ensure the efficient running of the organisation

2. Other than when central office admin support is available, to be administratively self-servicing.

**PERSON SPECIFICATION**

**Independent Provisional Advocacy Worker**

Please read the requirements carefully and ensure that your application addresses all the criteria relevant to the post.

Criteria marked **A** will be used to shortlist candidates, criteria marked **I** will be used to assess candidates at the interview stage and criteria marked **P** will be used for assessment during the probationary period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requirements** | **Essential/ Desirable** | **Method of Assessment** |
| **Experience** | Minimum of 6 - 12 Month’s working with people with mental health issues, physical disabilities, sensory impairment, learning disabilities and or dementia.Experience of supporting and enabling people who have difficulty representing their interests, to exercise their rights, express their views, explore and make informed choicesA minimum of 6 - 12 month’s experience of advocating for mental health, physical disabilities, sensory impairment, learning disabilities and or dementia service users.Experience of record keeping/recording. Experience of dealing with conflict.Experience of supporting individuals in professional meetingsExperience of supporting individuals in a court environment. | EEDE E DD | **A/I****A/I/P****A/I****A/P A/P A** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge** | Knowledge of the principles of instructed, non- instructed and self-advocacy.Knowledge of current legislation and policy affecting mental health physical disabilities, sensory loss and dementia service users.Knowledge and understanding of issues concerning mental health, physical disabilities, sensory loss and dementia service users.Knowledge and understanding of the Social Services and Wellbeing (Wales) Act 2014. | E EEE | **A/I/P A/I/P****A/I/P****A** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requirements** | **Essential/ Desirable** | **Method of Assessment** |
| **Skills and Ability** | Ability to work under pressure and to manage and prioritise work load.Ability to work positively with a wide range of agencies/individuals.Effective listening and communication skills, this includes the ability to listen and build trust, to encourage people to express their own views and to represent users interests as if they were their own.Report writing.Driving licence and access to a car for the purpose of work – Class A, Class 1 Business Use Insurance required.I.T. literate and ability to use Software packages for example Microsoft Office.Understanding of the importance and purpose of supervision.Ability and confidence to plan and deliver presentations and training sessions on advocacy. | E E EE EE E D | **P P P****A/P A/I****A/P A/P A/I/P** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attitude** | An understanding of and commitment to the empowerment of mental health, physical disabilities, sensory loss and or dementia service users.An understanding of the needs of people where personal circumstances may result in barriers to individuals to engage and participate when local authorities are exercising statutory duties in relation to them.A commitment to equal opportunities and anti- discriminatory practice.A commitment to working within the aims and values of MHM Wales. | EEE E | **A/P****A/I/P****A/I/P A/I/P** |

**Disclosure**: Due to the nature of the job, this post is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to complete an Enhanced Criminal Records Disclosure form in line with the Police Act 1997. The post is also subject to POVA checks. Further information about the Disclosure scheme can be obtained by visiting [**www.disclosure.gov.uk**](http://www.disclosure.gov.uk)

**APPLICATION FORM - GUIDANCE NOTES**

**Please read these notes carefully before completing the application form.**

***Introduction***

These notes are provided to help you complete an application form for a job with **Mental Health Matters Wales**. The form will provide us with the only information that we will use in deciding who to invite for an interview. Shortlisting will be carried out by the selection panel, who will relate the information that you provide to both the person specification & the job description.

**Please bear in mind the following points:**

a) It is essential that you complete all parts of the application form in full. You may use additional sheets of paper to answer the questions if necessary, but please be as concise as possible.

b) Please do not send curriculum vitae, nor phone **Mental Health Matters Wales** for information about this post.

c) Please use black ink or typescript - to aid photocopying.

d) Please note that page 1 of the form will not be used in selecting candidates for interview: it will only be referred to when the selection for interview has been made.

***Page 1***

It is helpful to have both your home & work phone numbers (if relevant) so that we can contact you quickly if you are shortlisted for interview or selected for the post. We will not phone you at work if asked not to. Please indicate this on the form.

References will be sought prior to interview, ***please indicate if you do not*** ***want us to do this***. Please make sure, when selecting referees, that they know you well enough to give a full opinion about your capabilities in line with the person specification & job description.

***Page 2***

Please provide information on your education from age 11 and any opportunities you have taken up since leaving school - e.g. training courses, degree or other courses. Please include the name of the institution and dates.

***Page 3***

Please provide details of your present & previous employment. This might include paid or unpaid work. Please state what position you held, a brief description of the main duties and your reason for leaving.

***Page 4 & 5***

Please demonstrate how you meet the requirements set out in the person specification and job description. You need to answer this question fully, but concisely, as this will determine whether or not you are selected for interview.

***Page 6***

**Criminal convictions**: under the Rehabilitation of Offenders Act 1974, an individual who has had a conviction(s) may, with certain exceptions, be allowed to treat the conviction as if it had never occurred. A conviction will become ‘spent’ where the person has not, after a period of time, committed another serious offence. Under the Act, a conviction cannot be regarded as spent if it incurred a sentence of more than two and a half years in prison. It will be regarded as spent after 10 years if it incurred imprisonment or corrective training for more than six months but less than 13 months. The rehabilitation period for fines or other sentences is 7 years. The Act also specifies rehabilitation periods for sentences resulting from disciplinary proceedings in HM’s service.

**Health & disability**: please detail any issues that you feel **Mental Health Matters Wales** should know about that may have a bearing on your ability to do the job - for example, the need for aids and adaptations. This will not prejudice your application in any way.

***Page 7***

Please complete all sections and sign the form.

Please note that application forms received after the closure date will NOT be considered.

***Equal opportunities monitoring form***

We would be grateful if you would fill in this form, as it will help in the implementation of **Mental Health Matters Wales**’ Equal Opportunities Policy. Please return it with your application form. The information will be treated as confidential and will not be considered as part of your application for this post.



**Mental Health Matters Wales**

 **Union Offices, Quarella Road, Bridgend CF31 1JW**

 **Charity No: 1123842 Registered Company No: 6468412**

**CONFIDENTIAL**

Code number..............

 **APPLICATION FOR EMPLOYMENT**

Please complete **ALL** sections of this form, using **black ink or typescript**.

Please do **NOT** enclose a CV; or other additional information.

**Please read the enclosed Guidance Notes before completing this form.**

**IPA - Bridgend**

**APPLICATION FOR POST OF:**

**1. PERSONAL DETAILS (IN BLOCK LETTERS)**

**SURNAME** **FIRST NAME**

**ADDRESS**

**POSTCODE**

 **Home Work**

**TELEPHONE NO:**

**EMAIL:**

**PREFERRED LANGUAGE:**

**2. REFEREES**

Please give the names and addresses of two referees, who should not be related to you and one of whom should be your present/last employer, tutor, volunteer work supervisor or similar. **References will be requested prior to interview unless otherwise indicated.**

**a) Employer, supervisor**

**Name:**

**Address:**

**Tel No:**

May we contact this referee before interview: **Yes/No**

**b) Other**

**Name:**

**Address:**

**Tel No:**

May we contact this referee before interview: **Yes/No**

**3. EDUCATION AND TRAINING**

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate.

**4. CURRENT AND PREVIOUS EMPLOYMENT** (Please include paid and unpaid)

**Present or most recent employer/organisation**

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **JOB TITLE AND BRIEF DETAILS OF POST(including start date and if relevant date of leaving)** | **Reason for wanting to leave** |

Present grade and salary

**Previous employers/organisations** (include details of **all** previous employers and employment gaps)

|  |  |  |
| --- | --- | --- |
| **Name and Address** | **Job title and brief details of post (including start and leaving dates** | **Reason for leaving** |

**5.** Please demonstrate how you meet the requirements laid out in the person specification of the post you are applying for. Please continue on a separate sheet of paper if necessary

**Experience**

**Knowledge/Skills and Ability**

**Attitude**

**What do you feel are the key issues for parents who are going through the child protection process, statutory assessment and/or the looked after children system have to deal with? How would you in this post, work to address these?**

**6. CRIMINAL CONVICTIONS**

**Mental Health Matters** **Wales** wishes to ensure that it does not discriminate against ex-offenders. However, we recognise that many of our posts, for example - those that involve handling money, may place ex-offenders in a potentially vulnerable position, unless consideration of the person’s background has been made. For this reason we ask you to complete the following section.

**Have you ever been convicted of a criminal offence? Are you, at present, the subject of criminal charges? (Please Tick 🗸)**

 Yes No

If your answer was yes, please give details of date(s) of offence(s) and sentence(s) passed:

**7. OTHER**

How did you come to hear of this post?

When could you take up this post?

Are you, to your knowledge, related to any Officer, Executive Committee member or employee of **Mental Health Matters Wales? (Please Tick🗸)**

**Yes** **No**

**8. DECLARATION**

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

Signed:

Print Name:

Dated:

If you feel that you need special facilities/allowances or adjustments to be made to enable you to attend for interview you must advise us of what these are as soon as you receive an offer of interview.

Return this formto:

 **Mental Health Matters Wales**

**Union Offices, Quarella Road, Bridgend**

**CF31 1JW**

**Closing Date: Midday on Friday, 26th of July 2024**

**Please submit your application as soon as possible as we may look to hold interviews before the closing date**

**This form can also be returned by email to:** **recruitment@mhmwales.org**



**Equal Opportunities Monitoring Form**

The information you provide will be used for monitoring purposes only and will be treated as confidential under the Data Protection Act 1998. This form will be separated from your application form on receipt and before consideration of candidates takes place. There is no obligation to complete this form but doing so will help Mental Health Matters Wales implement its Equal Opportunities Policy.

**Application for Post of:**

**IPA - Bridgend**

**Where did you see this**

**post advertised:**

**Monitoring ethnicity**

**How would you describe yourself?** (Choose ONE section from A to E)

A [ ]  Asian or Asian British [ ]  Bangladeshi [ ]  Indian [ ]  Pakistani

 [ ]  Any other Asian background, please write in box .......................

B [ ]  Black or Black British [ ]  African [ ]  Caribbean

 [ ]  Any other Black background, please write in box .......................

C [ ]  Chinese [ ]  Any other, please write in box .......................

D [ ]  Mixed Heritage [ ]  White and Asian [ ]  White and Black African

 [ ]  White and Black Caribbean

 [ ]  Any other Mixed background, please write in box ......................

E [ ]  White [ ]  British [ ]  English [ ]  Irish [ ]  Scottish [ ]  Welsh

 [ ]  Any other White background, please write in box ......................

F [ ]  Prefer not to say

**Disability monitoring**

**Do you consider yourself to have a disability or a long-term health condition?**

 [ ]  Yes [ ]  No

**What is the effect or impact of your disability or health condition?**

 [ ]  Prefer not to say

**Gender monitoring**

**Would you describe yourself as:**

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

**Sexual orientation**

**What is your sexual orientation?**

 [ ]  Bisexual [ ]  Gay Man [ ]  Gay Women / Lesbian [ ]  Heterosexual

 [ ]  Other [ ]  Prefer not to say

**Age monitoring**

**Please select one age range?**

 [ ]  18 – 25 [ ]  26 – 35 [ ]  36 – 45 [ ]  46 – 55 [ ]  56 - 65 [ ]  66+

**Religion and belief**

**Please tick the box that best describes you:**

 [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jew [ ]  Muslim [ ]  Sikh

 [ ]  Other Religion or Belief (please state) ............................

 [ ]  No Religion [ ]  Prefer not to say