



For better
mental health

Mind in Harrow

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Date as postmark

Dear Enquirer

Thank you for contacting us about our vacancy for a
**Mental Health User Involvement Coordinator –
Maternity Cover.**

You will find the following enclosed with this letter:-

- Background Summary
- Job Description
- Person Specification
- Application form
- Supporting Statement guidance
- Equal Opportunities Statement
- Equal Opportunities monitoring form

Please complete the application form, including the Supporting Statement, referring to the criteria in the Person Specification. CV's will not be accepted. We would be grateful if you could return the Equal Opportunities monitoring form with your application; it will be removed and kept separate before shortlisting.

**The deadline for returning your completed application form is
Wednesday, 24th March 2010 at 5pm.
Interviews for shortlisted applicants will take place on w/c 29th
March 2010. PLEASE NOTE: We are only able to notify
successful applicants.**

Mind in Harrow relies
on donations to
continue its work.
Please help if you can.
Contact 020 8426 0929
to make a donation.

*Working towards equal
opportunities*

Chief Executive
Mark Gillham

Mind in Harrow Limited
by Guarantee
Registered Number
3351324

Registered Charity
Number 1067480

Registered Office:
8 Havelock Place
Harrow HA1 1LJ

Thank you for your interest in this post.

Yours faithfully

Safron Simmonds
Service Manager



Mind in Harrow

8 Havelock Place, Harrow HA1 1LJ

IMPORTANT-PLEASE READ GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

The Person Specification

As part of our Equal Opportunities Policy, all applications will be assessed based on the criteria in the **Person Specification**. Please read this carefully, as it provides all the knowledge, skills and experience required.

Completing the Form

Through filling out the application form, you will need to demonstrate that you meet each of the selection criteria on the Person Specification. Draw particular attention to knowledge, skills, experience and achievements gained in past employment (including community/voluntary work).

Give examples of the work you have been involved in and write in a positive way (eg I was responsible for... I organised...).

It would be useful for the shortlisters if you used headings in the Supporting Statement for each criterion listed in the same order as the Person Specification and demonstrate how you feel you meet each requirement.

The important thing is to tell us – panels will not guess or make assumptions.



MIND IN HARROW

EQUAL OPPORTUNITIES

STATEMENT OF INTENT

Mind in Harrow is actively opposed to all forms of discrimination on the basis of mental health status, race, culture, religion, gender, age, disability, sexual orientation or any other grounds.

Mind in Harrow is committed to addressing unwitting or institutional discrimination in its own organisational practices.

As a campaigning organisation, service provider and employer, Mind in Harrow is committed to help overcome all forms of discrimination; in particular that experienced by people with mental distress.

Mind in Harrow has detailed Guidelines and an Action Plan to implement this commitment, all of which are regularly reviewed and updated