



# Application Information Pack

Carlisle Eden Mind  
27 Spencer Street,  
Carlisle CA1 1BE  
[www.cemind.org](http://www.cemind.org)  
T. 01228-543354  
E. [Office@cemind.org](mailto:Office@cemind.org)





# Introduction

## Thank you for your interest in working for Carlisle Eden Mind

We are an organisation that is very proud of the impact we have had over many years in the Carlisle and Eden areas.

We know from feedback we receive as part of our work that we do make a difference. However we are also aspirational and know that much more needs to be done to achieve our mission.

We need to continue to build on the team of excellent staff and volunteers who are dedicated, hardworking and committed to helping us reach our full potential.



**“In Carlisle and Eden we work with people in their communities. We believe in supporting people to live the lives they want, as fully as possible.”**

Everyone who works for Carlisle Eden Mind gives their best, and we believe in acknowledging personal, as well as team achievement. We can't achieve anything without the right people and believe that those people need the right tools, support and motivation to excel in their job. I hope that you will find this opportunity exciting, compelling and rewarding and will consider joining us to contribute to our future and most importantly the lives of people who come to us for support.

**Tara Quinn,  
Chief Executive Officer**





# Our Vision & Mission

## Our Vision

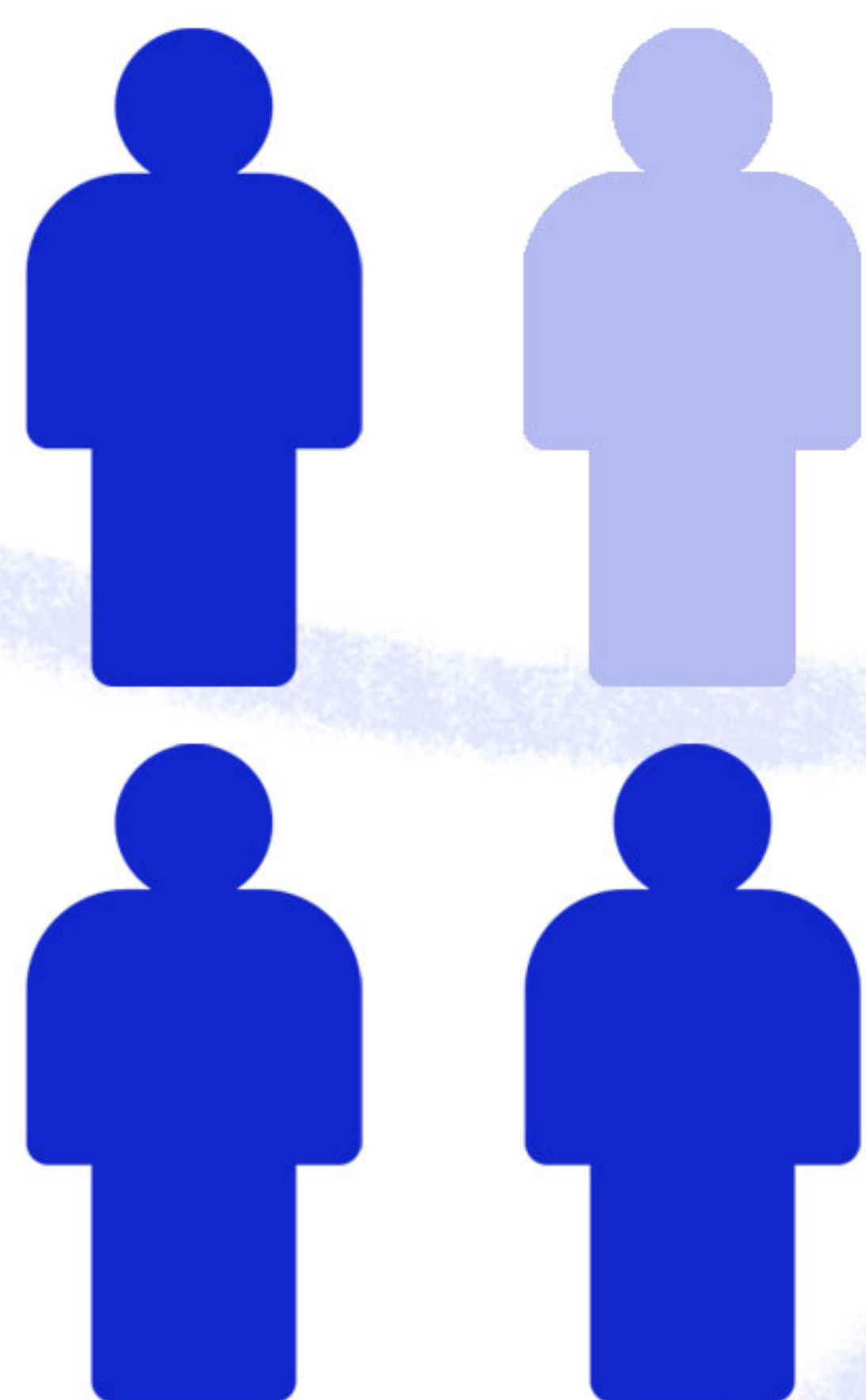
We won't give up until everyone experiencing a mental health problem gets both support and respect.

## Our Mission

To provide assistance and support, to empower anyone facing a mental health problem. To campaign to improve services, raise awareness and promote understanding.

**We support people so they can be open about who they are, without worrying about discrimination, knowing they will be accepted.**

**1 in 4**  
people will  
experience a  
mental health  
problem in any  
given year.





# Our Values & Strategic Objectives

**Open** - We reach out to anyone who needs us.

**Together** - We're stronger in partnership.

**Responsive** - We listen, we act.

**Independent** - We speak out fearlessly.

**Unstoppable** - We never give up.

**Removing inequality of opportunity** - People who experience mental health and other forms of discrimination in relation to their issues.

**Improving services and support** - People get the right services and support at the right time to help their recovery and enable them to live with their mental health issues.

**Enabling Social Participation** - People with experience of mental health issues are participating fully in society.

**Empowering Choice** - People are empowered to make informed choices about how they live and recover.

**Staying Well** - People likely to develop mental health problems are enabled and supported to stay well.



# Benefits of working for Carlisle Eden Mind

**Our team of staff and volunteers are passionate about our cause and the difference it makes to the lives of people in our community.**

**The benefit package we offer colleagues to support them in delivering their crucial role includes the following:**

## **Annual Leave**

We offer 27 days basic annual leave per annum, plus bank holidays (pro rata for part time colleagues) Your entitlement increases with service, to a maximum of 30 days.

## **Occupational Sick Pay**

Carlisle Eden Mind believes in supporting team members when they have periods of sickness. After your first year of service you are entitled to occupational sick pay equivalent to one month of full pay and one month at half pay and this increases with your length of service.

## **Learning and development**

We recognise that our employees are fundamental to the success of our work and aim to provide an outstanding and distinctive working environment in which colleagues can flourish and achieve their full potential. Accordingly we will provide training opportunities to support your professional and personal development.

## **Pension**

After you have been employed for one month we will auto enrol you in the Carlisle Eden Mind pension scheme. This scheme includes a 4% contribution from Carlisle Eden Mind provided it is matched by your contribution.

You will be able to opt out of auto enrolment, if you choose.

## **Work Place Wellbeing**

We believe that supporting people to perform at their best at work means understanding their needs and providing appropriate support. We ask that all staff complete a Wellness Action Plan and encourage open and honest dialogue about any areas where they may feel challenges and stress. Supervision and appraisals provide a supportive and positive environment to foster personal growth.

On successful completion of your 6 month probationary period you will also be entitled to take advantage of 3 wellbeing days per year (pro rata for part time colleagues) in addition to annual leave.



# Information to help you complete the Carlisle Eden Mind Application Form

## Personal Details

Please complete this section carefully making sure all contact details are correct.

## Education and Training

Please ensure that you highlight the relevant experience, knowledge and skills in your application. Relevant experience can include voluntary work and knowledge can include what you learned through lived experience.

Please include all relevant qualifications and the level achieved. Please state whether you are a member of any professional body, indicating your level of membership and qualification.

Proof of qualifications may be required.

Please give full details of any relevant training courses you have attended.

## Work and Previous Employment

Please start with your current or most recent employer and give a brief description of your main responsibilities. These do not have to be very detailed as you will have the opportunity to expand on certain aspects in the additional information section. Please list all previous positions of employment and ensure any gaps in your employment records are explained.

## Identity Check

We are obliged to confirm your identity and obtain proof of your right to work in the UK.

## Criminal Records

As part of its equal opportunities policy, Carlisle Eden Mind wishes to ensure that it does not discriminate against ex-offenders. However, your attention is drawn to the fact that some posts at Carlisle Eden Mind

are excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). In this situation you must disclose information about any convictions which for other purposes are 'spent' under the provisions of the Act. Details of whether the post for which you are applying is exempt will be shown on our Job Description document.

All successful applicants for all roles at Carlisle Eden Mind will be subject to a Disclosure check via by the Disclosure and Barring Service, at the level appropriate for the post.

## Referees

Always ask your referees permission before giving their contact details for your application. One of your referees should be your current or previous employer. Ideally your second referee should be someone who can comment on your skills and experience to undertake this post.

Referees will only be contacted for the successful applicant once an offer has been made. We will confirm this with you before we approach your referees.

## Equality and Diversity

Carlisle Eden Mind is an equal opportunities employer welcoming applications from all sections of the community. Everyone can be expected to be treated with consideration and respect and Carlisle Eden Mind is committed to providing an inclusive environment for all. You will need to complete an Equal Opportunities Monitoring Form which will be detached from all other documents prior to shortlisting,



# How to apply for a position

**1.** You will need to complete our application form which can be found at **[www.cemind.org](http://www.cemind.org)** under the section 'Get Involved - Work for us'.

**2.** You will find a copy of the Equal Opportunities Monitoring Form, a job description and person specification for the position. You will also see our Privacy Notice for job applicants.

**3.** Finally, check the deadline for submission of completed applications. Please note, any forms received after the closing date will not normally be considered.

**Thank you for your interest in working with us**

