



Operations Lead

Introduction to West Kent Mind

West Kent Mind is one of around 100 local Mind organisations affiliated to the national charity Mind. Together we form the Mind federation, a powerful voice for mental health in England and Wales. We work across the Tunbridge Wells, Tonbridge & Malling and Sevenoaks districts (except Swanley) to support people to get well, stay well and thrive. We are also active and highly regarded participants in the Mind federation.

We are committed to excellence and deliver high quality, responsive and inclusive services and training. We enable people to manage their mental health and to maintain their own wellbeing. We raise awareness and reduce the discrimination and stigma that many people with mental health problems face. We strive to create a more positive image of mental health that acknowledges its importance in shaping our identities.

We can't do any of this without our partners, funders, clients, and of course staff. We look for talented, motivated people to join our team and share in the reward of delivering on our strategic ambitions, knowing that we are making a positive difference to lives and communities.

In building diversity, we build strength. We encourage everyone with the right skills to apply so that we can build a more diverse and representative team. This is really important to us.

Application process

Please find attached or on our website the job description and person specification for the role you are applying for. If you would like an informal discussion about the role in advance of applying, please contact us at jobs@westkentmind.org.uk.

Please send a current CV of your recent experience and a statement evidencing how you meet each of the points under 'Who you are' and 'What you will offer us' in the job description (no more than 2 sides of A4). Send this to jobs@westkentmind.org.uk no later than **15 July 2024**, including the job title in the email subject. Due to the volume of applications, we may not acknowledge your application; thank you for your understanding.

We invite you to complete an [Equality & Diversity monitoring form](#) on our website. This information is detached from your personal data and is processed anonymously.

We aim to hold interviews on **22 and 23 July 2024** and we will let shortlisted candidates know no later than **17 July 2024** if they are invited to interview.

As part of our recruitment process, some of the questions for candidates will be sent in advance of interview to allow candidates to consider their answers.

Please note: to apply for this role, you must be able to provide evidence that you have the right to live and work in the UK without restrictions. This evidence must allow you to carry out the role which you are applying for without visa sponsorship. West Kent Mind, unfortunately, are unable to provide visa sponsorship for this role.

We look forward to receiving your application.

Data protection and privacy

When you apply to work with us we will collect data about your identity. The lawful basis on which we process this data is 'legal obligation'. We must have this data to verify your eligibility to work in the UK.

When applying you may provide additional data to support your application. The lawful basis on which we process this data is 'contract'. This means that we are processing data to determine if we can enter into an employment contract with you.

You may want us to know about your personal experiences around mental health. This kind of sensitive information is called 'special category' data, and if you want us to record this information we will need your explicit permission as the lawful basis.

Because our work involves contact with vulnerable adults, if your application is successful we will apply for an Enhanced DBS check. This means we process data 'related to' criminal offences, and applies even when the data is about the absence of criminal offences. The lawful basis for processing is 'safeguarding of children and of individuals at risk'. We will ask to see your DBS certificate and decide if it is satisfactory – the presence of criminal offence data is not an automatic bar. We do not make a copy of your DBS certificate or record any data from it, we record only the outcome.

See the [Privacy notice – staff, volunteers & recruitment](#) on our website for more information.

Probationary period

There is a probationary employment period which is normally 6 months, however this can be extended to a maximum of 12 months.