



## **Job Description**

### **IAPT Employment Support Coordinator**

#### **2 Labour Market Development & Mental Health Promotion**

- 2.1 Ensure local provision (both employment and social related) is appropriately mapped to meet services user's needs and progress them towards the labour market
- 2.2 Develop effective networks with local providers and work in collaboration with these groups to achieve the objectives set out in the Joint Strategic Employment Partnership Agreement (JSEPA)
- 2.3 Promote and raise the profile of the IAPT ESC provision within the local community. The aim is to raise awareness within the community of IAPT work and mental health provision and promote awareness of the issues relating to unemployment and mental health
- 2.4 Develop employer engagement and service user insight. The aim is to develop recognition of the service with specific employers, particularly medium and small employers

#### **3 Service Development**

- 3.1 Provide strategic oversight of the IAPT employment provision and work collaboratively with the IAPT management team and others to continuously improve the service

#### **4 Knowledge Development**

- 4.1 Maintain up to date with developments in Jobcentre Plus provision and benefits, national, local and voluntary sector employment and social provision for people with MH issues
- 4.2 Develop knowledge of psychological therapies provision in order to work alongside therapists and complement their work
- 4.3 Maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to employment, social inclusion, MH and Primary Care Services
- 4.4 Assist in the knowledge development of the IAPT team in all areas relating to employment support

# Basic Terms and Conditions of Employment

## IAPT Employment Support Coordinator

**Status:** This post is a fixed term contract for up to 12 months

**Hours:** 37½ hours per week - actual details to be agreed according to the needs of the service to provide full cover.

**Salary:** Salary range for the post is **£16,830.00 - £25,244** per annum, plus Outer London Weighting.

Starting salary will be in the range of **£16,830.00 - £20,198.00**, plus Outer London Weighting per annum.

The salary is made up from the following elements:

Core salary range: £16,830.00 - £20,198.00

**Additional Supplements**

Location: £2,750.00 (OLW)

**Holidays:** 25 days holiday p.a. (plus statutory Bank Holidays, or time off in lieu where worked)

**Training:** The Richmond Fellowship is committed to training as an integral part of staff development and offers a wide range of in-house training courses.

**Benefits:**

- ~ Contributory pension scheme (Employers contribution currently 6.5%) upon completion of three months' service.
- ~ Non-contributory life assurance policy (to value of 3 x annual salary).
- ~ Commitment to formal supervision and staff support.
- ~ Employee Assistance Programme
- ~ Four weeks paid Retention Leave after five years continuous service

# Person Specification

## IAPT Employment Support Coordinator

You will need to demonstrate in your application/at interview that you possess the essential criteria for this post as detailed below. In addition demonstration of some of the desirable criteria will also assist you greatly in your application.

| CRITERIA   | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| <b>EXPERIENCE</b>  |           |           |
| Evidence of providing employment related support and provision to jobseekers with a health condition or disability   | J         |           |
| Evidence of working with people who have experienced a MH condition  | J         |           |
| Evidence of partnership working and coordinating services to achieve joint objectives  | J         |           |
| Evidence of skilled and experienced management of remote partner services  | J         |           |
| Experience of working with clinical practitioners  |           | J         |
| Experience of working in Primary Care Services   |           | J         |
| Experience of service promotion and development  |           | J         |
| <b>SKILLS &amp; ABILITIES</b>  |           |           |
| Excellent verbal and written communication skills.   | J         |           |
| Advanced interpersonal skills  | J         |           |
| Ability to develop effective working relationships with others (internal and external)   | J         |           |
| Ability to negotiate and influence others  | J         |           |
| Ability to analyse information and develop effective solutions   | J         |           |
| Ability to get to know a local area and exploit its local services (including employers) for the advantage of their customers  | J         |           |
| Ability to map local provision to meet customers needs and aspirations   | J         |           |
| Employment assessment skills   | J         |           |
| Coaching and feedback skills   | J         |           |
| Advocacy skills  | J         |           |
| The ability to develop a wide range of work solutions with an individual and an employer that aim to enable the individual to perform their work tasks successfully. | J         |           |
| The ability to recognise distress and know how to act  | J         |           |

## Person Specification

### IAPT Employment Support Coordinator

| CRITERIA  | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>KNOWLEDGE</b>  |           |           |
| In depth knowledge of JCP, local labour market, recruitment processes and employment practices, and the provision available to support unemployed customers experiencing a MH condition.  | J         |           |
| Demonstrates an understanding of the relationship between unemployment, mental health and social issues (e.g. ability to work, debt, social isolation, loss of self confidence, stress/frustration and anger) and how these issues may impact on future job performance | J         |           |
| Demonstrates an understanding of the JCP approach to work focused interviewing  |           | J         |
| Demonstrates an understanding of the Care Programme approach, NHS interview approaches, CBT and Solution Focused Brief Therapy.   |           | J         |
| <b>OTHER REQUIREMENTS</b>   |           |           |
| High level of enthusiasm and motivation   | J         |           |
| Regard for others and respect for individual rights and confidentiality   | J         |           |
| Committed to Equal Opportunities  | J         |           |

Making recovery reality in

# EMPLOYMENT SERVICES



## ABOUT RICHMOND FELLOWSHIP

Richmond Fellowship (RF) is a specialist provider of mental health services. For 50 years we have pioneered and practised our belief in social inclusion and recovery. We are now one of the biggest voluntary sector providers of mental health care in England, working with 6,000 people towards the achievement of the best possible quality of life for each individual. With over 100 Services across the country, we offer a wide range of housing, care, employment and community support services to enable people to live life to the full. Our team of 850 highly skilled Staff benefit from our commitment to ongoing training and development.

## WHY CHOOSE RICHMOND FELLOWSHIP?

The people who use any of our Services are central to everything we do. We believe that each person is unique, and should have the opportunity to take control over his or her life, and to develop new meanings and purposes. We concentrate on the person and his or her personal needs, choices and aspirations, rather than on diagnostic categories or labels.

## THE SERVICES WE OFFER:

|                           |   |
|---------------------------|---|
| 24 hour Supported Housing | Floating/Visiting Support Services        |
| Supported Housing         | Employment Services                       |
| Care Homes with Nursing   | Retain Job Retention Services             |
| Care Homes                | Individual self-directed packages of care |
| Community Based Services  |   |



Head Office 80 Holloway Road London N7 8JG  
T: 020 7697 3300 F : 020 7697 3301  
[www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)

## WHAT RF'S EMPLOYMENT SERVICES OFFERS YOU

Employment Services support people who have or are recovering from mental health problems and wish to return to paid employment, voluntary work or training. We offer information, advice and guidance across a range of skill sets through one to one sessions with Employment Advisors.

The Eligibility Criteria and Referrals process information will be provided by the individual Service you contact.

In all RF's Employment Services, our aim is to encourage each individual's sense of independence, purpose and fulfilment, and develop the skills necessary to manage their mental health problems and return to work or training.

### FOR MORE INFORMATION

Please contact your local Service:

**WE ENCOURAGE, SUPPORT  
AND CHALLENGE PEOPLE WITH  
MENTAL HEALTH PROBLEMS  
ON THEIR RECOVERY JOURNEY**



# WE ARE A **SPECIALIST** PROVIDER OF MENTAL HEALTH SERVICES

**RICHMOND FELLOWSHIP (RF)** is a leading national specialist in integrated mental health care. We are a delivery led organisation.

## **WE BELIEVE IN SOCIAL INCLUSION AND RECOVERY**

For 50 years we have pioneered and practised our belief in social inclusion and recovery. We believe that mental health is everyone's business, and that we are all dependent on each other to a greater or lesser degree for our mental wellbeing.

## **WHAT WE MEAN BY RECOVERY**

We believe that recovery is a journey, and is different for each person. While there is no single definition of recovery, the achievement of the best possible quality of life for each individual lies at the heart of this journey.

## **WE WORK WITH 6,000 PEOPLE LIVING WITH THE EFFECTS OF MENTAL HEALTH PROBLEMS**

RF is now one of the biggest voluntary sector providers of mental health care in England, offering a wide range of housing, care, employment and community support services to enable people to live life to the full.

## **WE MANAGE OVER 100 SERVICES ACROSS THE COUNTRY**

RF Services are flexible, responsive and innovative, adapting to the needs expressed by the people who use them, and include:

- Supported Housing
- Employment and Training Services, including RETAIN
- Community and Day Services, including Floating Support
- Registered Care Homes and Care Homes with Nursing Support
- Individual self-directed packages of care

## **WE EMPLOY OVER 800 HIGHLY SKILLED PEOPLE**

We employ a diverse Staff team of **850 people**, and are committed to the ongoing training and development of our Staff. Our comprehensive training programmes ensure a dedicated, highly skilled and motivated workforce, backed by an efficient central support system.

## **RF MAKES IT PERSONAL**

We have always believed that each person is unique, and should have the opportunity to take control over his or her life, and to develop new meanings and purposes. We concentrate on the whole person, rather than on diagnostic categories or labels.

We support, make suggestions and encourage people with mental health problems so they have the knowledge and confidence to develop their own personal choices, and build on the skills necessary to manage their mental health problems.

# **THE PEOPLE WHO USE OUR SERVICES ARE CENTRAL TO EVERYTHING WE DO**

## CONTACT US

For more information about RF and our Services, please contact the **Executive Support Team** on **020 7697 3359**.

Alternatively you can visit:

[www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)

or email [info@richmondfellowship.org.uk](mailto:info@richmondfellowship.org.uk)

### Richmond Fellowship Head Office

80 Holloway Road London N7 8JG

T: 020 7697 3300 F : 020 7697 3301

[www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)



INVESTOR IN PEOPLE



NATIONAL  
HOUSING  
FEDERATION  
member

Richmond Fellowship is a registered social landlord (Housing Corporation Registration No. H2025), a registered charity (Registration No. 200453) and a company limited by guarantee (No. 662712). Richmond Fellowship's Board adopted the National Housing Federation Code of Governance in 1996. Richmond Fellowship is a member of the Independent Housing Ombudsman Scheme.





## **Policy on Recruitment of Ex-offenders**

**A copy of this policy will be given to all individuals applying for a post with the Richmond Fellowship service where a Disclosure is required.**

Under the Care Standards Act 2000, Richmond Fellowship is required to conduct a criminal record check for all staff wishing to work at a registered care service. This check is called a Disclosure.

Richmond Fellowship uses the Criminal Records Bureau (CRB) Disclosure Service to assess an applicant's suitability for positions of trust.

Richmond Fellowship fully complies with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject to a Disclosure on the grounds of a conviction or any other information revealed.

Richmond Fellowship includes a written statement on the recruitment of ex-offenders on the application form, which makes up part of the application pack sent to all applicants.

Any individual who is subject to a Disclosure will be made aware of the CRB Code of Practice and Richmond Fellowship's compliance with this code. A copy of the Code of Practice is available from the Human Resources Department upon request. (Telephone: 020 7697 3300)

Richmond Fellowship is committed to the fair treatment of all staff, potential employees and service users under the Richmond Fellowship Equal Opportunities Policy.

Richmond Fellowship actively promotes equality of opportunity for everyone with the right balance of skills, qualifications and experience. Richmond Fellowship will accept applications from a wide range of applicants, including those with criminal records, unless this has a bearing on suitability for employment.

Possession of a criminal record does not necessarily preclude an individual from employment with the Richmond Fellowship. Employment will depend on the nature of the post applied for and the circumstances and background of the offence(s) disclosed.

Richmond Fellowship will ensure that all staff involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of an offence in relation to the post applied for. Staff will also receive appropriate training and guidance in the related legislation applicable to the employment of ex-offenders, e.g. The Rehabilitation of Offenders Act 1974, Data Protection Act 1998.

At interview, or in a separate discussion, Richmond Fellowship will ensure that an open and measured dialogue takes place on the subject of any offences or other matter that might be relevant to the post. Failure to reveal information that is directly pertinent to the position applied for, could lead to the withdrawal of an offer of employment.

Richmond Fellowship will ensure that any information revealed by a Disclosure will be discussed with the applicant before an offer of employment is withdrawn.

|                 |   |
|-----------------|---|
| Who to contact: | Suggestions for improvement to this policy should be forwarded to the Human Resources Department. |
| Subject:        | Recruitment of Ex-offenders   |
| Produced by:    | Human Resources Department  |
| Date:           | September 2002  |



## Your Application and the Recruitment Process

### *Thank you for your interest in our vacancy*

This information pack contains an application form, an equal opportunities monitoring form, a job description, a person specification and some details about the organisation. This advice note is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

### **1. Read the job information very carefully before completing the form**

The job description lists the main duties of the post and the person specification identifies the skills, experience and, if relevant, the qualifications we are looking for.

### **2. Completing the Application Form**

Richmond Fellowship aims to be an Equal Opportunities employer and requires the same range of information for all applicants to be submitted on a Richmond Fellowship Application Form. **Please do not send in either a CV or written testimonials as they will not be taken into consideration and will not be forwarded to those who will be selecting candidates for interview.** Please do not include your name on any supplementary sheets, but ensure that the supporting papers are securely fastened to your application form.

### **3. Addressing the Selection Criteria**

Please think carefully about why you would like this job and what experience and skills you have to offer. These may have been gained through previous employment (either paid or unpaid), a course of study or through general life experience. It is extremely important that you address the requirements as listed in the person specification and show how you are able to satisfy each of the criteria. Please remember that it is not sufficient to repeat what the person specification lists – you must show how you meet each requirement (for example, this may involve describing a situation where you have successfully employed a required skill).

We are unable to make assumptions about your knowledge, skills or experience and the information that you provide will be the only basis upon which we can decide whether or not you will be shortlisted for an interview.

#### **4. Returning the Application Form**

Please ensure that all sections of the application form are fully completed and that you have signed the declaration on the second page. Should you require additional space, you are welcome to use additional sheets of A4 up to a maximum of two sheets.

The completed form should be posted to: The Human Resources Department, Richmond Fellowship, 80 Holloway Road, Highbury & Islington, London N7 8JG

The form should arrive by 2.00 p.m. on the closing date. Any forms that arrive after this deadline will not normally be considered for shortlisting. Should you have any difficulties completing the form, please contact a member of the Human Resources Team on (020) 7697 3300.

#### **5. Shortlisting and Interviews**

After the closing date the application forms are read carefully. Those people who, in the opinion of the selection panel, best meet the requirements of the Person Specification will be invited to an interview. Although we would like to be able to inform all applicants of the outcome of their application, as a charity we are mindful of the additional costs this would incur. Therefore, if you have not been contacted within three weeks of the closing date, please assume that on this occasion your application has not been successful.

**We hope you are successful in your application. However, if you are not, please do not be discouraged from applying for other posts that may arise within the organisation.**

# RICHMOND FELLOWSHIP

## Application Form – Private and Confidential

|                          |               |
|--------------------------|---------------|
| Post applying for:       |               |
| Service/Dept (if known): | Job Ref No:   |
| Location:                | Closing Date: |

### PART ONE - PERSONAL DETAILS

|                                |                          |
|--------------------------------|--------------------------|
| Title: Ms/Miss/Mrs/Mr/Dr/Other | Date of Birth:           |
| Forename(s):                   | Surname: (block letters) |
| Address:                       |                          |

### CONTACT DETAILS

|   |  |
|---|--|
| Home Telephone: (    )  | Mobile Telephone:  |
| Work Telephone: (    )      Ext   | Email:   |
| May we telephone you at work?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you eligible to work in the UK?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you related to any staff, board member or client of the Richmond Fellowship?                | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you have an interest in any business providing goods or services to the Richmond Fellowship? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

### REFERENCES

Please provide details of two people who are not related to you to provide references. Referees should be able to comment on your suitability for the job, and one of these must be your present or your last employer. If you have been out of the workforce for some time, please provide details of people who can comment on your suitability for this post and indicate why this is the case.

| Current/Last Employer      | Second Referee             |
|----------------------------|----------------------------|
| Name:                      | Name:                      |
| Position Held:             | Position Held:             |
| Address:                   | Address:                   |
| Relationship to Applicant: | Relationship to Applicant: |
| Telephone: (    )          | Telephone: (    )          |
| Email:                     | Email:                     |

Referees will only be contacted if you are successful at interview and prior to commencing employment with the Richmond Fellowship. Employment is offered subject to the receipt of satisfactory references.

**FOR HR USE ONLY: Candidate Ref No:**

**Job Ref. No:**

**PART TWO - DISCLOSURE OF CONVICTIONS STATEMENT**

You will appreciate that the Richmond Fellowship, being responsible for the provision of services to people with mental health and addiction problems, must be particularly careful to enquire into the background of applicants for posts which involve working with these vulnerable groups.

This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 and require that you declare any convictions or cautions you may have, with details and dates, even if they would otherwise be regarded as "spent" under the Act.

If this post is subject to receipt of a satisfactory Enhanced Disclosure from the Criminal Records Bureau this will be indicated within the applicant cover letter.

**PLEASE NOTE**

The information you give will be treated in confidence, only taken into account in relation to this particular application and destroyed if you are not successful. The disclosure of a criminal record will not necessarily debar you from appointment unless the Director concerned considers that the conviction renders you unsuitable for appointment. Please refer to the Richmond Fellowship Policy on the Recruitment of Ex-offenders for further information.

**PLEASE TICK AS APPLICABLE AND SIGN BELOW**

I have no convictions/cautions to declare

I have convictions/cautions to declare and have detailed these below

**Details of Convictions and/or cautions to be declared:**

| Date: | Details |
|-------|---------|
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |
|       |         |

**DECLARATION**

I confirm that the information I have submitted in Parts 1-6 and on any additional sheets is correct and complete. I understand that, if successful, it will be treated as the basis of my contract of employment and that any misleading statement may be sufficient grounds for dismissal or for cancelling any offer of employment made.

As part of this application I give the Richmond Fellowship permission to collect, retain and process information about me, such as age, gender and ethnic origin. This information will only be used to allow the organisation to monitor compliance with the law and best practice in terms of equal opportunity and non-discrimination.

**Signature:**

**Print Name:**

**Date:**

**PART THREE - TRAINING AND PROFESSIONAL DEVELOPMENT (PLEASE GIVE DATES)**

| Location and Address | Professional development and training completed (including grades/qualifications gained, membership of professional bodies and registration/PIN numbers). Also state type of study (i.e. Full or Part time) | From (date) | To (date) |
|----------------------|---|-------------|-----------|
|                      |   |             |           |

It is the Richmond Fellowship's policy to check all original professional qualifications.

**PART FOUR - PREVIOUS EMPLOYMENT**

|  |                          |            |   |
|--|--------------------------|------------|---|
| <b>Current/Most Recent Employer</b>                      |                          |            |   |
| <b>Job Title:</b>  | <b>Name of Employer:</b> |            |   |
| <b>Department:</b>                                       | <b>Current Salary: £</b> |            | <b>per annum</b>                        |
| <b>Address of Employer:</b>                              |                          |            |   |
| <b>Dates of Employment: From:</b>                        |                          | <b>To:</b> | <b>Period of Notice required? weeks</b> |
| <b>Reason for Leaving/Wishing to Leave:</b>              |                          |            |   |
| <b>Brief description of duties and responsibilities:</b> |                          |            |   |

**FOR HR USE ONLY: Candidate Ref No:**

**Job Ref. No:**

### PREVIOUS EMPLOYMENT HISTORY

Please state most recent employment first, explaining any gaps, and include time spent in voluntary work/caring for others.

| From (date) | To (date) | Job Title and Main Responsibilities | Employer and type of business | Reason for Leaving |
|-------------|-----------|-------------------------------------|-------------------------------|--------------------|
|             |           |                                     |                               |                    |

### PART FIVE - OTHER DETAILS

All applicants who have a disability and meet the criteria for the job will be interviewed.

Do you consider yourself to have a disability Yes  No

Have you any health problems that a prospective employer should be aware of Yes  No

If YES, please give details below:

How many days have you been absent from work due to illness in the last 2 years? \_\_\_\_\_ days

## **PART SIX - SUPPORTING STATEMENT OF APPLICATION**

### **STATEMENT OF INTEREST**

Please outline your main interest in working for the Richmond Fellowship and in this particular post.

### **SUITABILITY FOR THE POST**

Please describe your suitability for the post with particular reference to the criteria in the Person Specification. Include all relevant skills, knowledge and experience (including paid, un-paid work experience and time spent in caring responsibilities at home).

Continue overleaf if necessary

**FOR HR USE ONLY: Candidate Ref No:**

**Job Ref. No:**

**ADDITIONAL SPACE FOR CONTINUATIONS WHERE SPACE PROVIDED IS INSUFFICIENT**

If necessary continue on a maximum of 2 additional A4 sheets.

**CHECKLIST:**

Have you completed and enclosed the Equal Opportunities Monitoring Form? Yes  No

Have you attached any additional A4 sheets used (maximum of 2)? Yes  No

Have you signed the declaration on Page 2? Yes  No

The form should then be returned to:

**The Human Resources Department, Richmond Fellowship, 80 Holloway Road, Highbury & Islington, London N7 8JG.**

# RICHMOND FELLOWSHIP

## EQUAL OPPORTUNITIES MONITORING FORM

The Richmond Fellowship is committed to working towards equal opportunities and we select staff solely on merit irrespective of race, colour, nationality or ethnic origin, gender, sexual orientation, marital status, age, social class, religious belief, disability or history of mental health or addiction problems. The following questions will enable us to monitor the effectiveness of our Diversity & Equal Opportunities Policy. The sheet will be detached from your other details on arrival (if you prefer you may send it separately) and used solely for statistical monitoring purposes. It will be treated as strictly confidential and not used in the selection process at any stage.

Name:

Ref No:

Job Title:

How did you hear of this job?

RF website  Other – please specify below:

Sex: Male  Female

Age Group (Please Note: The Richmond Fellowship has a retirement age of 65)

Under 25  25-34  35-44  45-54  55-65

### ETHNIC GROUP

Choose one from A to E, then tick the appropriate box to indicate your cultural background.

**A: White**

|   |                          |
|---|--------------------------|
| 1 British   | <input type="checkbox"/> |
| 2 Irish   | <input type="checkbox"/> |
| 3 Any other White background<br>(please write in) | <input type="checkbox"/> |

**B: Mixed**

|   |                          |
|---|--------------------------|
| 1 White & Black Caribbean                         | <input type="checkbox"/> |
| 2 White & Black African                           | <input type="checkbox"/> |
| 3 White & Asian                                   | <input type="checkbox"/> |
| 4 Any other Mixed background<br>(please write in) | <input type="checkbox"/> |

**C: Asian or  
Asian British**

|   |                          |
|---|--------------------------|
| 1 Indian  | <input type="checkbox"/> |
| 2 Pakistani                                       | <input type="checkbox"/> |
| 3 Bangladeshi                                     | <input type="checkbox"/> |
| 4 Any other Asian background<br>(please write in) | <input type="checkbox"/> |

**D: Black or  
Black British**

|   |                          |
|---|--------------------------|
| 1 Caribbean                                       | <input type="checkbox"/> |
| 2 African   | <input type="checkbox"/> |
| 3 Any other Black background<br>(please write in) | <input type="checkbox"/> |

**E: Chinese or other  
ethnic Group**

|                                  |                          |
|----------------------------------|--------------------------|
| 1 Chinese                        | <input type="checkbox"/> |
| 2 Any other<br>(please write in) | <input type="checkbox"/> |

Do you consider that you have a **DISABILITY**?

Yes  No

Do you have a history of **MENTAL HEALTH/**  
**ADDICTION** problems? Yes  No

Thank you for your co-operation in completing  
this form.

Such monitoring is recommended by the  
Equality and Human Rights Commission.

# RECRUITMENT AND EMPLOYMENT

## EQUAL OPPORTUNITIES

The Richmond Fellowship is committed to ensuring that every stage of its recruitment and selection process is fair and that everyone is treated equally and helpfully, even if not appointed. If you think that you have been treated unfairly in some way please contact the HR Department and your complaint will be investigated.

A summary of our Diversity & Equal Opportunities Policy in relation to recruitment and employment is included below:

The Richmond Fellowship is committed to monitoring and reviewing its selection criteria and procedures on a regular basis, in order to ensure that individuals are selected, employed and treated during recruitment and employment on their relevant merits and abilities. All employees undertake training in equal opportunities as provided by the organisation, and where appropriate special training is given.

In practice this means that:

No applicant, employee or volunteer shall be placed at a disadvantage by requirements or conditions that are unnecessary for that level or type of work.

No applicant, employee or volunteer, who is able to meet the requirements and conditions necessary for that level or type of work, shall receive less favourable treatment than any other on the grounds of race, colour, ethnicity, gender, sexual orientation, marital status, AIDS/HIV status, disability, age or history of mental health problems or addiction.

Employees or volunteers from disadvantaged groups are provided with additional training and support, as identified through the appraisal system, to achieve equality of opportunity within the organisation.

All applicants for jobs will be monitored regarding ethnic origin, gender, age, disability and history of mental health or addiction problems, and the progress of employees within the organisation reviewed.

This policy will cover the following areas:

Recruitment of new staff and volunteers.

Transfer and promotion of existing staff and volunteers.

Conditions of service of existing staff and volunteers.



**The Human Resources Department,  
Richmond Fellowship, 80 Holloway Road,  
Highbury & Islington, London N7 8JG.**