

POST OF MENTAL WELLBEING COORDINATOR

Thank you for your request for an application form and further information relating to the above post

This pack contains:

- * Application Form
- * Job Description
- * Person Specification
- * Main Conditions of Service
- * Recruitment Pack
- * Values & Principles
- * Brighter Futures project information
- * Equal Opportunities Statement of Intent

Please note the following information:

1. The closing date is 12 noon on 22nd March 2024.
2. Interview date is 28th March.
3. Shortlisting will take place on 25th March. If you have not heard from us by 26th March, please assume you are not being considered for the post. Previous applicants need not apply.
4. To conform with our Equal Opportunities policy we will only consider applications made on our standard application form. CV's will not be accepted.

Age UK Blackburn with Darwen

4 King Street
Blackburn
BB2 2DH
t 01254 266620
www.ageukbwd.org.uk

Darwen Office
The Town Hall
Croft Street
Darwen BB3 1BQ
t 01254 773440



Your local charity for older people

5. When completing your application form please pay particular attention to the Person Specification, as this is the criteria that will be used for shortlisting. You should demonstrate on your application form how you meet the criteria on the person specification. You should address **each point** on the person specification explaining what qualities, skills or experience you have in order to demonstrate that you meet the requirements listed.
6. Please ensure you complete and return the equal opportunities monitoring form. This form will be detached upon receipt and will only be used for equal opportunities monitoring purposes.
7. If you are short-listed for interview, and qualifications are required for the role you are applying for, please ensure you bring these with you to interview for the interview panel to see and take copy of.
8. As employment with Age UK Blackburn with Darwen may bring you into contact with vulnerable adults, if you are successful at interview, you will be required to complete a Rehabilitation of Offenders Act form.

Under legislation for the Protection of Children and Vulnerable Adults, if your application is successful, you will be asked to agree to a disclosure check being made by the Disclosure & Barring Service about the existence of a criminal record.

A criminal record will not necessarily debar you from employment with our organisation.

8. Please return your completed application form to admin@ageukbwd.org.uk or Age UK Blackburn with Darwen, 4 King Street, Blackburn, BB2 2DH.

Thank you for your interest in Age UK Blackburn with Darwen.