

## Application Guidelines and Further Information

### 1. APPLICATION PACK

Thank you for requesting an application pack for this post. This pack includes the following:

- The advert for the position
- A Job Description, which explains the job role and main duties
- A Person Specification, which details the competencies and experience the successful post holder will need in order to carry out their duties effectively
- YMCA Exeter Ethos Statement, which explains the Christian ethos of YMCA Exeter and how this works out in practice.
- Privacy notice for Job applicants, which explains how we collect and process your data as an applicant.
- Equality and Diversity Monitoring form which is an optional form.

An Application Form has been provided within this pack as a **separate Microsoft Word document** to enable you to complete your application on your computer and then e-mail it to [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk). Alternatively, you may handwrite the application and post it to **Gareth Sorsby, YMCA Exeter, 39-41 St David's Hill, Exeter, EX4 4DA**.

**Please note that CVs and similar documents will not be considered when short-listing**, but only the information written on the Application Form.

### 2. DATA PROTECTION

Personal data obtained from applicants during the recruitment process will be held securely by YMCA Exeter. Information provided will be used solely for the purposes of selection for the post advertised, unless express permission for additional use is sought from the applicant (e.g. if the applicant might be considered for other vacancies). No personal data provided in the course of the application, other than that stored and processed as part of YMCA Exeter's monitoring of equal opportunities, will be retained beyond twelve months from the date from which applicants are informed of the outcome of their application, except in the case of the successful candidate. Please also take some time to review the **Privacy notice for Job Applicants** document in this pack

### 3. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

YMCA Exeter is fully committed to safeguarding children and vulnerable adults. A thorough vetting process will be carried out as part of our appointment process, including verification of any required qualifications, verification of identity, taking of references and, for this post, an enhanced DBS check.

### 4. Section 5 - RELIGIOUS BELIEFS

YMCA Exeter is an organisation with a clear Christian ethos as set out in our Ethos Statement (see Information Pack). The position for which you are applying states that you are required to have a personal commitment to the Christian faith, and the information which you supply in this section will be taken into account during the selection process. You will be required to uphold the Christian ethos of YMCA Exeter and its values in your work.

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION

City of Exeter YMCA. Registered Office: 39/41 St David's Hill, Exeter, Devon, EX4 4DA. Registered in England and Wales Company No. 2449636  
Charity No. 803226, HCA Registration No. H3905  
YMCA Exeter Community Projects, 39/41 St David's Hill, Exeter, Devon, EX4 4DA. Registered in England and Wales Company No. 9437425  
Registered Charity No. 1162431

## **5. Section 6 - DECLARATION OF CRIMINAL BACKGROUND INFORMATION**

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again within a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions must be declared. One of these exemptions is working with children, young people (i.e. under 18 years of age) and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

## **6. Section 9 - DISCLOSURE AND BARRING SERVICE CHECK**

The post for which you are applying will bring you into direct contact with children, young people and/or vulnerable adults.

During our recruitment procedure we take steps to assess an applicant's suitability for such a position of trust. It is important that you understand the nature of the checks that we will make, and when we will make them.

If after the interview you are made a conditional offer of employment, you will be required to co-operate with YMCA Exeter in completing an application for a higher-level disclosure statement from the Disclosure and Barring Service. This disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Disclosure and Barring Service, an executive agency of the Home Office.

Higher level disclosure statements provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for his type of work.

## **7. EQUALITY AND DIVERSITY QUESTIONNAIRE**

Included as a separate document is an Equality and Diversity Monitoring Form. This form is not compulsory; however we would appreciate for you to take the time to complete this form to help us monitor our effectiveness in upholding the principles of equality and diversity to which we are committed. This form is anonymous and will be separated from your application in advance of any assessment being commenced. Should you not wish to complete this form, your application will not be prejudiced in any way.

## **8. FURTHER INFORMATION**

More information about the work of YMCA Exeter can be found on our website ([www.ymcaexeter.org.uk](http://www.ymcaexeter.org.uk)). If you do have any further questions about the role or the application process before you apply, please contact us via (01392) 410530 or email [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk).

## **9. CLOSING DATE FOR APPLICATIONS**

All applications should be returned no later than **9am on Monday 1<sup>st</sup> November 2021**.



# YMCA EXETER

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## WE'RE RECRUITING!

### WELLBEING PRACTITIONER FOR CHILDREN AND YOUNG PEOPLE (CWP)

2 x Full-time (37.5 hours per week), Salary NHS Band 4 - £22,549

Fixed-Term Contract from 10th January 2022 until 6<sup>th</sup> January 2023 with the possibility of the role continuing beyond this, dependant on funding.

We are looking for two Trainee Wellbeing Practitioners to join our staff team at YMCA Exeter. This is an employment-based training role within the forming part of a NHSE, HEE and DoH initiative to expand the mental health workforce.

The post holders will work within YMCA Exeter as part of a multi-disciplinary team. This team delivers, under supervision, high quality, outcome-informed, focused, evidence-based interventions for children and young people - particularly children and young people experiencing, mild to moderate anxiety, low mood and behavioural difficulties. The training and service experience will equip the post holders with the necessary knowledge, attitude and capabilities to operate effectively within the wider service.

The post holders will attend all Exeter University based taught and self-study days required by the education provider, as specified within the agreed curriculum. They will also work in the service for the remaining days of the week using their newly developed skills.

As a Christian organisation, YMCA Exeter is inspired and motivated by our faith in Jesus and the hope and love he has given us. The successful candidates will be committed to the Christian faith, able to fully support and promote the ethos of YMCA Exeter and actively take part in the spiritual mission of our work.

We provide training and support to help you develop your expertise. As part of YMCA Exeter's commitment to safeguarding young people, these roles will be subject to an enhanced DBS checks.

Both posts are on a Fixed-Term Contract until 10th January 2022, with the possibility of the role continuing beyond this, dependant on funding.

Please download an application pack from our website [www.ymcaexeter.org.uk](http://www.ymcaexeter.org.uk) and see the Job Description and Person Specification for further information or contact us by emailing [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk) or calling 01392 410530.

To apply for the post, please email your application and a covering letter stating how you think you meet the person specification to [office@ymcaexeter.org.uk](mailto:office@ymcaexeter.org.uk).

**Closing date for applications is 9am on Monday 1<sup>st</sup> November 2021 with interviews taking place on the 3<sup>rd</sup> and 4<sup>th</sup> November.**



## WHY WE DO WHAT WE DO

As a local YMCA, we fully support the Vision of the YMCA Federation, which is “of an inclusive Christian movement transforming communities so that all young people can belong, contribute and thrive.”

As an inclusive Christian charity, YMCA Exeter is:

- Christian:** We are inspired by the example of Jesus Christ, and motivated by our shared experience of God’s love and his transforming work in our own lives
- Inclusive:** We believe that every person is hugely valuable, so ensure our services are welcoming to all wherever possible. We are grateful for the partnership and help of people and organisations who support what we do regardless of whether they share our faith motivation.

### Our Vision and Mission

- Our Vision:** is to see communities transformed into places characterised by love, joy, peace and hope where all young people can become everything they were created to be.
- Our Mission:** is to demonstrate Christ’s love through practical service that empowers young people and their communities to flourish.

### Our Values

The way we act at YMCA is characterised by five strong and distinctive values that flow from our Christian ethos:

- We seek out:** We actively look for opportunities to make a transformative impact on young lives in the communities where we work, and believe that every person is of equal value.
- We welcome:** We offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.
- We inspire:** We strive to inspire each person we meet to nurture their body, mind and spirit, and to realise their full potential in all they do.
- We speak out:** We stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their own voice.
- We serve others:** We are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

### Our Principles

At YMCA Exeter, we seek to model our lives and work on Christ’s life and his words, “Love the Lord your God with all your heart, and love your neighbour as yourself.” This means the following principles characterise all we do:

- Faith:** We believe God deeply cares about us, our work and those we serve, so we trust him and prayerfully seek his help in all we do.
- Courage:** We will do all we can in God’s strength, challenging injustice and overcoming obstacles to bring positive change in the communities we serve.
- Excellence:** We will seek to provide the best possible service in every aspect of our work.
- Service:** We want the way we treat our clients and the way we behave towards each other to be characterised by an attitude of compassion and service.
- Integrity:** We are committed to truthfulness, honesty, transparency and accountability in everything we do.

## Job Description

### Wellbeing Practitioner for Children and Young People (in training)

(September 2020)

- 1. EMPLOYER:** YMCA EXETER COMMUNITY PROJECTS  
39/41 St David's Hill  
Exeter EX4 4DA  
Tel. 01392 410530
- 2. JOB TITLE:** CYP Psychological Wellbeing Practitioner (CWP)
- 3. SALARY:** **NHS Band 4**
- 4. RESPONSIBLE TO:** Community Projects Manager
- 5. JOB PURPOSE:** This is a training role within the Children and Young People' Improving Access to Psychological Therapies programme (CYP IAPT).  
  
The post-holder will work within a Children and Young People (CYP) Mental Health Service as part of a multi-disciplinary team delivering, under supervision, high-quality; outcome –informed, focused, evidence-based interventions for children and young people experiencing, mild to moderate anxiety, low mood, behavioural difficulties.  
  
The training and service experience will equip the post holder with the necessary knowledge, attitude and capabilities to operate effectively in an inclusive, value driven service.  
  
The post holder will attend all university based taught and self-study days required by the education provider, as specified within the agreed national curriculum and work in the service for the remaining days of the week using their newly developed skills.  
  
To carry out all duties in a way that reflects the love of Jesus and the ethos of YMCA Exeter, including in the delivery of a high quality and compassionate service.

## 6. CONTEXT

The Children and Young People's Improving Access to Psychological Therapies programme (CYP IAPT) is a service transformation programme delivered by Health Education England and partners that aims to improve existing children and young people's mental health Services (CYP MHS) working in the community. Wellbeing Practitioners for Children and Young People training will benefit from being integrated fully within CYP MHS and linked to the CYP IAPT collaborative, which brings a valuable organisational infrastructure.

The YMCA Exeter Group is a non-contractual grouping of three charitable organisations with a common Mission: "To work together with those we serve, particularly young people, demonstrating Christ's love through practical service so that people and communities can flourish". The member organisations of the YMCA Exeter Group are:

- City of Exeter YMCA Housing Association: Providing supported accommodation for homeless young people
- YMCA Exeter Community Projects: Delivering projects in offender rehabilitation, youth services and mental health.
- YMCA Centres South Molton: A community centre serving the whole community

These charitable organisations form the YMCA Exeter Group, sharing leadership, finance and administration in order to achieve greater effectiveness and efficiency. The Youth & Communities Team, of which the post holder will be a member, is part of the YMCA Exeter Community Projects team.

In all that the YMCA Exeter Group does, we seek to serve our service users, partner agencies and the general public in a way that practically demonstrates our clear Christian ethos, as set out in our Ethos Statement. This ethos inspires and informs all that we do as an organisation and as individuals within the organisation. As a key member of front-line delivery staff, the post holder needs to be able to uphold and promote the ethos. It is therefore an occupational requirement under the terms of the Part 1 of Schedule 9 to the Equality Act 2010 that this post holder has a personal commitment to the Christian faith.

## 7. MAIN DUTIES

### 1. Therapeutic skills

1.1. Assess and deliver, under supervision outcome focused, evidence-based interventions to children and young people experiencing mild to moderate mental health difficulties.

1.2. Working in partnership, support children, young people experiencing mild to moderate mental health difficulties and their families in the self-management of presenting difficulties.

1.3. Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcomes.

1.4. Support and empower children, young people and families to make informed choices about the intervention.

1.5. Always operate from an inclusive values base, which recognises and respects diversity.

1.6. Accept referrals within agreed national and local protocols.

1.7. Undertakes accurate assessment of risk to self and others.

1.8. Adhere to the service referral protocols. Under supervision signpost unsuitable referrals to the relevant service as necessary.

1.9. Through close case management and supervision, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.

1.10. Provide a range of information and support for evidence based psychological treatments. This may include guided self-help. This work may be face-to-face, by telephone or via other media.

1.11. Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.

1.12. Attend multi-disciplinary meetings relating to referrals or CYP in treatment, where appropriate.

1.13. Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection.

1.14. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.

1.15. Work within a collaborative approach involving a range of relevant others when indicated.

1.16. Work in collaboration with children, young people and communities to enhance and widen access.

## **2. TRAINING AND SUPERVISION**

2.1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments.

2.2. Apply learning from the training programme to practice.

2.3. Receive supervision from educational providers in relation to course work to meet the required standards.

2.4. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.

2.5. Respond to and implement supervision suggestions by supervisors in practice.

2.6. Engage in and respond to personal development supervision to improve competences and practice.

## **3. PROFESSIONAL**

3.1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up to date on new recommendations/guidelines set by the relevant departments.

3.2. Ensure that confidentiality is always protected.

3.3. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.

3.4. Participate in individual performance review and respond to agreed objectives.

3.5. Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

3.6. Attend relevant conferences/workshops in line with identified professional objectives.

## **4. GENERAL**

4.1. Contribute to the development of best practice within the service.

4.2. Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.

4.3. Maintain up to date knowledge of legislation, national and local policies and procedures in relation to children and young people's mental health.

4.4. All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

4.5. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

4.6. In all aspects of work and personal conduct, to seek genuinely to reflect the Christian ethos of YMCA to service users, colleagues, partner agencies, and the general public and to ensure that the project genuinely reflects the Christian ethos of YMCA Exeter in its way of working, in team relationships, in the way it relates to service users and other agencies, including:

- Demonstrating the love of Christ to service users and representatives of other agencies by personal conduct, and in the delivery of a high quality, compassionate and effective service.
  - Providing Christian leadership, support and encouragement to volunteers, including ensuring regular prayer for one another and for participants.
  - Working closely and supportively with other members of the YMCA Exeter staff team, including supporting one another regularly in prayer
  - Praying with other team members for YMCA projects, service users, and other related persons.
  - Responding appropriately and sensitively to opportunities that arise to explain the Christian ethos of YMCA Exeter and how it motivates and informs the work of the organisation
  - Encouraging Christian service users in their faith and discipleship and signposting to other appropriate faith communities for those who desire to explore other spiritual expressions.
- 4.7. To assist the fundraising team in interactions with funders, stakeholders and other supporters including, provision of reports, statistics and qualitative impact stories periodically.
- 4.8. To keep accurate records, both paper and digital, to assist in administrative and monitoring tasks, and to work with relevant IT systems and databases.
- 4.9. At all times to work and behave in full compliance with all relevant legislation and regulation, as well as YMCA Exeter Policies, Procedures and Guidance, and in a manner consistent with the ethos of YMCA Exeter.
- 4.10. To assist in raising the profile of the work of YMCA Exeter in the locality.
- 4.11. To perform any other duties required by your Line Manager within your capability.

## 8. RELATIONSHIPS

The post holder has the following key relationships within the organisation:

**Community Projects Manager:** The role holder reports directly to the Community Projects Manager.

**Clinical Supervisor:** The role holder will receive regular supervision and support with case management from their supervisor.

### Community Connectors & Wellbeing

**Practitioners:** The role holder works collaboratively with the Community Connectors and Wellbeing Practitioners to ensure continuity of service.

### Youth & Communities Team, and

**housing support workers:** The role holder will work alongside these teams in order to provide the best possible access into the CWP service for young people and to build robust referral routes.



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## Person Specification for the Post of CYP Psychological Wellbeing Practitioner (CWP)

### 1. PERSONAL QUALITIES

#### Essential:

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  - As a genuine occupational requirement, it is essential that you have a personal commitment to the Christian faith, and to practical expression of that faith in a professional context.
  - As a genuine occupational requirement, it is essential that you are able to support and promote the Christian ethos of YMCA Exeter as described in the Ethos Statement.
  - You will have a commitment to working with children and young people to enable them to thrive.
  - You will have the ability to maintain and conduct yourself in a professional manner in an environment dealing with young people demonstrating undue behaviours where emotions are heightened.
  - In relation to working with young people, you are committed to high professional standards, including maintaining appropriate boundaries.
  - You will be highly motivated and demonstrate enthusiasm.
  - You have the ability to work well as part of a team.
  - You have a mature outlook, sound judgement and are confident.
  - You will be able to demonstrate excellent organisational and self-management skills.
  - You will be able to use supervision and personal development opportunities positively and effectively.
  - You have the ability to be self-reflective in own personal and professional development and in supervision.
  - Able to demonstrate regard for others and respect individual rights of autonomy and confidentiality.
  - You are flexible and adaptable.
  - Ability to work under pressure.
  - You are reliable and punctual.

### 2. KNOWLEDGE AND EXPERIENCE

#### Essential:

- Experience of working with children and/or young people.
- Knowledge of child and adolescent development and the role of the family in supporting children and young people's emotional well-being.

- Understanding of systems and contexts in which children and young people are likely to live.

**Desirable:**

- Evidence of working with children and young people with mental health difficulties.
- Experience of working in mental health or related services.
- Worked in a service where agreed targets are in place to demonstrate outcomes.
- Demonstrates an understanding of common mental health problems experienced by children and young people.
- Able to identify common mental health problems in children and young people.
- Understands why it is essential to use evidence-based interventions when possible.
- Understands why collecting feedback from children, young people and parents is important.

### 3. SKILLS

**Essential:**

- Excellent interpersonal skills.
- Excellent communicator and listener, especially with young people.
- Good organisational skills.
- Good written and verbal communication skills, including telephone skills and use of internet mediated communication.
- Able to evaluate and put in place what you have learnt through your training.
- IT Literate with competence in using Microsoft Office Suite software packages.
- Able to develop positive therapeutic relationships with clients.
- Able to develop professional relationships with colleagues inside and beyond child and adolescent mental health services.
- Responsive to and willing to ask for feedback and supervision.
- Excellent record keeping skills.
- Able to prioritise work well in a pressured environment.

**Desirable:**

- Received training in (either formal or through experience) and carried out risk assessments.

### 3. CIRCUMSTANCES

**Essential:**

- Willing and able to work on some evenings and weekends as required.

**Desirable:**

- Car driver.
- Car available to use.

### 5. QUALIFICATIONS & TRAINING

**Essential:**

- Evidence of ability to study successfully at undergraduate level or equivalent.
- GCSE grade C or above (or equivalent) in Maths and English.
- Able to attend the formal training as required.
- Able to complete academic components of the course.
- Able to integrate training into practice.

**Desirable:**

- Psychology or other health/social care/ youth related undergraduate degree.
- Other relevant postgraduate degree.

### 6. OTHER

**Essential:**

- Able to travel between sites where children and young people may present (e.g schools, youth clubs, NHS premises, community settings etc.)

**Desirable:**

- Car driver with full UK drivers licence or ability to travel to locations throughout the organisation.

## **Privacy Notice – Job Applicants**

This document explains how YMCA Exeter collects and uses your personal data. This will include your rights relating to the information we collect about you, how we keep your personal information safe, the types of information we collect and use and the legal basis we rely on to use your information.

We are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **What is personal data?**

Personal data is any information about you, and from which you could be identified. We maintain information about you in paper and electronic form, which is kept within the following departments; Human Resources, Accounts and IT.

### **What information about you do we collect?**

In connection with your application to work with us, we will collect, store, and use the following categories of personal information about you:



Category of Personal Data	Specific Personal Data
Basic personal information and contact details	Name, address, date of birth, nationality, gender, work restrictions and marital status, telephone number and email addresses. [insert other personal data]
Recruitment records	Application form, covering letter, employment history, skills/qualifications, professional membership information, Interview notes, Interview assessment/test results, right to work signed identity documentation, Work permit details, employment references received, employment references sent
Recruitment records	medical condition/disability information, reasonable adjustment, criminal records/DBS data

### **How is your information collected?**

We will collect this information in a variety of ways. Data will be collected from you through application forms; obtained from your passport or other identity documents such as your driving licence and through interviews and assessments.

We will also collect this information from:

- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect your employment history and, in the case of a personal reference, opinions about your suitability for the role

### **Why do we need to collect and use your personal information?**

Whilst at this stage no contractual agreement exists between us and you, you have asked us to process your personal data with a view to entering into a contract with us. There is therefore a contractual need and, in some cases a legitimate interest, in processing candidate's personal data during the recruitment process which is to assess and confirm a candidate's suitability for employment, decide to whom to offer a job and manage the recruitment process.

It may also be necessary to process data from job applicants to comply with legal or regulatory requirements. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

### **How do we use particularly sensitive personal information?**

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities). We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

### **Information about Criminal Convictions**

For some roles, we are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

### **Data Retention - How long will we use your information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will contact you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

### **Your rights as a Data Subject**

As a data subject, you have a number of rights. You can:

1. access and obtain a copy of your data on request;

2. require us to change incorrect or incomplete data we hold about you;
3. require us to delete or stop processing your data where there is no good reason for us to continue to process it
4. object to the processing of your data where we are relying on a legitimate interest as the legal ground for processing; and
5. ask the organisation to stop processing data for a period if data is inaccurate or you want us to establish the reason for processing it.
6. Request the transfer of your personal information to another party.

If you would like to exercise any of these rights, please contact Gareth Sorsby or Si Johns on [ceos@ymcaexeter.org.uk](mailto:ceos@ymcaexeter.org.uk). You can make a subject access request by completing the organisation's form for making a subject access request.

### **Who will have access to your information?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes being shared with HR, the recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

### **Who will we share your information with?**

The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**Data Security - How do we protect your data?**

We take the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**What if you do not provide any personal data?**

You are under no statutory or contractual obligation to provide data to the company during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Responsibility for Data Protection**

The Company has appointed Si Johns and Gareth Sorsby as the Nominated Persons being responsible for data protection. They can be contacted at [ceos@ymcaexeter.org.uk](mailto:ceos@ymcaexeter.org.uk). If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

**Further Information**

If you have any questions about this privacy notice or how we handle your personal information, please contact the nominated persons responsible for data protection.



## CWP: Frequently Asked Questions

### When will I start the training?

The CWP Training induction days are scheduled to take place on Thursday the 20<sup>th</sup> and Friday the 21<sup>st</sup> of January 2022, with the course teaching beginning from Monday the 24<sup>th</sup> of January. The first weeks of the course are in 4-day blocks (Monday through Thursday) then reducing in frequency from the end of March, before scaling down over the remainder of the training. A full timetable and handbook will be circulated to successful applicants in due course. Teaching does not generally take place during school holidays (including half-terms), but unless agreed/arranged otherwise, the CWP will be expected to be with their employer / service when not engaged in teaching.

### Who will I be employed with for the duration of the contract?

Your contract will be with the local employer within your agreed region. These will be within a children and young person's mental health service, either directly within an NHS provider or a NHS commissioned provider e.g. 3rd Sector organisation.

### When does my contract begin?

The provisional start date for your full-time contract will likely be close to the commencement of your training in January. If successful, you will be contacted by your new employer to arrange this and to finalise employment checks, DBS and references. **We would appreciate your help with ensuring this is done promptly.**

### Where does the training take place? How will Covid-19 impact on training delivery?

Comprehensive plans are being made to ensure a high-quality training experience for the next intake of EMHP trainees. However, due to a degree of uncertainty relating to social distancing requirements in the new year, we are unable to confirm the exact method of delivery. If appropriate and safe to do so a blend of face-to-face, campus based teaching and remote learning is the expected approach but it may be (as required) that the course is

delivered entirely remotely although at this stage this is unlikely. All training is developed and delivered by the team at the University of Exeter in line with national curriculum guidance. Updates on delivery and any change of location will be clearly communicated to trainees and services as needed.

### **Do you know if travel costs to university will be covered?**

Policies and procedures in regard to travel costs related to your training in Exeter, as well as other associated professional costs will be clarified and agreed with your local employer.

### **When do I start my practice as and CWP?**

Following the period of block teaching ending in February/ early March, it is anticipated you will then start preparing for practice with your new service at your allocated location. Your direct work with children and young people will commence shortly after this. Your local service manager will liaise with you in respect to specific timings and locations. It is suggested that you begin your practice with small caseloads – 4 to 6 young people – before building your caseloads size as you progress in competence and confidence. A fully qualified CWP would be expected to hold a caseload of between 15 and 25 young people.

During your transition into the service, there may be some elements of the process and team structures still evolving, which may bring a feeling of uncertainty but will also hopefully create opportunity for feedback and influence as the new service takes shape. All of the new services and teams are fully engaged in the process. They are really looking forward to having the new CWP trainees to support the development of the project and will do all they can to support your professional journey both during the transition and across your training.

### **What about study days and annual leave?**

Study day suggestions are outlined within the timetable as well as the course handbook. However, it is important to note these are taken at the discretion and in agreement with your employer but are considered by the university to be an important element to facilitate your learning and assessment.

It is suggested that annual leave is ideally taken when there are no taught university days, minimising impact in your training and attendance. Going forward, annual leave can be taken in agreement with your local service manager. We understand that some people may have pre-booked holiday, and if is the case please liaise with the course team and local service manager. Your exact annual leave entitlement will be confirmed in your contract but will be in line with local service policy.

### **Who are the main contacts?**

#### **Course Related Administration:**

If you have any queries in relation to University registration, Timetable, ELE or University systems, please contact Natalie and the team at:

[CWP-EMHP@exeter.ac.uk](mailto:CWP-EMHP@exeter.ac.uk)

#### **Location / Service Enquiries:**

Your local service manager will be confirmed shortly

### Can you tell me a little more about the role and the training?

The CWP role stems from the future in mind paper and five year forward view report, this has been further influenced by the recently published Green paper and the government response. These outline the aim to develop Mental Health Support Teams (MHST) to deliver mental health with a focus on increasing accessibility to evidence based support. With the aim being to create a new cohort of psychological practitioner training graduates in psychology and a range of other disciplines to offer preventative support.

It is proposed that the CWP will form part of these MHST's, alongside other Mental Health practitioners and specialists supervisors. CWP's will be employed by local mental health services e.g. NHS CAMHS/Voluntary Sector Organisations, and from this employment base attend training at the University of Exeter. As per the Person Specification, the trainee CWP should be able to study at degree level and have gained some experience of working in Children and Young people's health and wellbeing. A knowledge of school systems, culture and mental health support structures systems would also be beneficial.

The CWP is **full-time role** funded at [NHS Band 4](#) and will involve direct practice working across a range of settings as well as the university based training days. The training will consist of a period of block teaching for the first few weeks of the course. Following this, the teaching will move to a 3 then 2 day a week pulse before dropping to 1 day a week later in the course. **It is important to note that the trainee practitioner is an employment based role and will be located within service to deliver support in their local area when not engaged in academic training. Applicants for this post will need to be able to travel independently to the designated training location as well as within their employment locality.**

The training will focus on providing the practitioner with a solid understanding of the theory and practice of evidence based Low Intensity (LI) interventions for common mental health difficulties experienced by children and young people – Anxiety, Depression and Behavioural Difficulties. The successful applicant, based at their host service, will fully engage in the 12 month training programme delivered by the University of Exeter. As this role and training is on a 12 month contract, there is no guaranteed position after the course is completed. On successful completion of the course will qualify with either a Graduate or Post Graduate Certificate.