

September 2022

Dear Enquirer

Thank you for contacting us about our vacancy for the post of Mental Health Information & Advocacy Coordinator.

The application pack consists of:

- Job Description & Person Specification
- Background Summary
- Supporting Statement guidance
- Supporting Statement template
- Equality & Diversity Statement
- Equalities monitoring form

Please submit your CV and a Supporting Statement, referring to the criteria in the person specification section, which follows the job description. Please refer to the guidance when completing your Supporting Statement.

Please email your completed application documents to [info@mindinharrow.org.uk](mailto:info@mindinharrow.org.uk).

We would be grateful if you could return the Equalities monitoring form with your application; it will be removed and kept separate before shortlisting.

Please note deadline for returning completed applications as below, however Mind in Harrow reserves the right to close the application window before this time depending on the volume of applications received.

Closing date for  
applications:

midnight, Tuesday, 18th October

Interviews:

Tuesday, 25th October 2022

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We are Mind in Harrow. We believe that no one should have to face a mental health problem alone. We'll listen, give you support and advice, and fight your corner. Company limited by guarantee 03351324 Registered charity 1067480



If shortlisted for interview you will be required to prepare and deliver a short presentation; you will be informed of the topic of your presentation when you are invited for the interview.

Thank you for your interest in this post.

Yours faithfully

*Mark Prior*

Community Programmes Manager