



Business Development Manager

Introduction to Mid Kent Mind

Mid Kent Mind is one of around 115 local Mind associations which are affiliated to the National charity Mind. We are an independent charitable organisation and support the overall values and vision of the national organisation. We have regular audits to ensure the highest quality standards, and in 2023 were awarded the Mind Quality Mark, which means we work to the highest standards set out by National Mind.

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.

If you are interested in finding out more about the role, and having an informal chat with the CEO, please contact our Office Manager on rebecca.slingsby@midkentmind.org.uk to arrange a time and date.

Application process

Please find attached, or on our website, the job description for the role you are applying for. Please send a current CV of your recent experience and a statement evidencing how you meet the requirements (no more than two sides of A4). Please be sure you have addressed all the bullet points under 'Who you are' and 'What you will offer us' in the job description. Send this to recruitment@midkentmind.org.uk no later than **5pm** on **Friday 12th April**.

To help us understand who is engaging with us and who we need to work harder to reach, we invite you to complete an [Equality Monitoring Form](#) on our website. This information is not linked to your application and is processed anonymously.

We will hold face to face interviews at our Maidstone Wellbeing Office on **17th and 18th April** and we will let shortlisted candidates know no later than **Monday 15th April** if they are invited to interview.

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. Mid 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.

See the [Privacy Notice](#) 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.

Benefits

We're a charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable, and dedicated team with a big heart.

Holidays

Staff receive 25 days annual leave a year, plus Bank Holidays. After 3 years' service this increases to 28 days annual leave and after 5 years' service 30 days annual leave (calculated pro rata for part-time staff).

3 days discretionary leave at Christmas

Learning

We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring. Everyone, regardless of role, is offered free Mental Health Awareness and Suicide Prevention training.

Pension

If eligible you'll be auto enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Employee Assistance Programme

Everyone can access our Employee Assistance Programme. It's confidential and includes 24/7 telephone advice, and a suite of online tools to help you stay happy and healthy.

Wellbeing Hour

Staff wellbeing is at our heart and all staff are given an hour once per month enabling them to boost their wellbeing.

Working Week

As part of our commitment to wellbeing and to provide a better work life balance, we have recently reduced our working week from 37.5 hours to 35 hours whilst maintaining staff salaries.