

West Sussex Employment Resource Pack



Southdown works closely with individuals, employers and other third sector organisations to ensure individuals with mental health problems are able to either remain at work or to return to work.

We have collated this pack to provide you with some basic information which we hope you find useful.

Southdown Homelessness Prevention Partnership

Our West Sussex Homelessness Prevention Partnership in conjunction with the districts and boroughs, provides a range of support to help prevent people becoming homeless.

www.southdown.org/how-we-help/housing-support/west-sussex-services

My Place Chichester

MyPlace operates in the Chichester district, offering young people (18-25) and care leavers an opportunity to hold a supported tenancy for a period of time to help them develop the skills to manage independently and take on a general needs tenancy.

www.southdown.org/how-we-help/housing-support/west-sussex-services

Hospital Discharge Service

A team of Housing Support Officers are co-located in acute mental health wards and rehabilitation units and in general needs hospitals (Chichester, Crawley and Worthing). They identify housing issues at an early stage and provide support to prevent homelessness on discharge. Patients receive advice, support, signposting and proactive interventions for homelessness prevention.

www.southdown.org/how-we-help/housing-support/west-sussex-services

Money Management Outreach

We work with the Early Help Service to deliver focussed financial support to help families with unmanageable debt.

www.southdown.org/how-we-help/housing-support/west-sussex-services

Searching for work

If you are unsure what type of job might suit you, you can look up the job role on the following websites:

Job profiles (Prospects):

www.prospects.ac.uk/job-profiles

National Careers Service:

<https://nationalcareers.service.gov.uk/>

Jobsites

Indeed:

www.indeed.co.uk/

Friday Ad Jobs West Sussex:

www.friday-ad.co.uk/west-sussex/jobs/

For professionals:

www.linkedin.com/jobs/?originalSubdomain=uk

CV Library:

www.cv-library.co.uk/

Find a Job (government jobsite):

www.gov.uk/browse/working/finding-job

Simply Hired:

www.simplyhired.co.uk/

Love Local Jobs:

www.lovelocaljobs.com/

Facebook jobs:

www.facebook.com/jobs

Apprenticeships in West Sussex:

www.westsussex.gov.uk/jobs/apprenticeships-career-tasters-and-volunteering/apprenticeships/

Google:

Type a specific job role and location into Google to find more jobsites and job vacancies.

Job searching top tips:

- ✓ Register for job alerts, so you do not miss newly posted vacancies.
- ✓ When you have found a vacancy, apply directly through the employer's website NOT the site where you found the vacancy.
- ✓ Check the deadline or closing date for applications.
- ✓ Check your emails daily and check your junk folder.
- ✓ Keep a record of which jobs you have applied for and when.
- ✓ Don't be afraid to call or send an email to check your application has been received.
- ✓ If you have the opportunity phone or visit and speak to the recruiting manager.
- ✓ Make speculative approaches, in person where possible, to companies that interest you.

Searching for work

Self-Employment

Local and national support for businesses – West Sussex County Council:

www.westsussex.gov.uk/business-and-consumers/start-or-grow-your-business/local-and-national-support-for-businesses/

Working for yourself – government website:

www.gov.uk/working-for-yourself

HMRC – help and support with lots of webinars:

www.gov.uk/guidance/help-and-support-for-self-assessment

Princes Trust – support for 18 to 30 year olds:

www.princes-trust.org.uk/help-for-young-people/support-starting-business

Creating/reviewing your CV

Advice from CV-Library:

www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/

A CV should:

- ✓ Be no more than two pages of A4.
- ✓ Include details about your knowledge, qualifications, learning, skills and abilities in a positive way.
- ✓ Have your contact details; name, address, mobile phone number and email address.
- ✓ Include details of your work experience; paid or unpaid work, previous employers, job titles, with examples of tasks.
- ✓ Include a line saying 'references available on request'.
- ✓ Be tailored to the employer and job you are applying for. So, if there is a job description, show how you are a good fit by giving examples of how your experience, knowledge and skills fit the requirements of the job, especially those marked 'essential'.

Searching for work

Covering Letters

Covering letter - CV-Library:

www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter/

Speculative letter/interview questions/practice – Sample questions:

www.livecareer.com/interview/questions/sample-interview-questionnaires

Covering letter top tips:

- ✓ Do not just repeat what's in your CV; your cover letter is almost like a conversation.
- ✓ Add in details of why they should hire you.
- ✓ Tailor your cover letter for each employer, highlighting relevant skills or attributes which are relevant to the job.
- ✓ Check your spelling and grammar. Ask someone else to check it for you too.
- ✓ Use plain white paper.
- ✓ When applying online make sure that your email is your covering letter, explaining what you have attached and which job you are applying for.
- ✓ Try to find the name of who to send it to, instead of just saying "Dear Sir/Madam". This will show that you have taken the time to find out who will be reading it.
- ✓ Explain to the employer why you want to do the job and how your skills can be used in this job.
- ✓ Say when you are available to start work.
- ✓ Thank them for taking the time to read your letter.

Interview Advice

Interview advice with TED talks:

www.themuse.com/advice/5-ted-talks-to-watch-before-your-next-interview

Retaining work, or returning after absence

Mental health problems at work are common. At least one in six workers is experiencing common mental health problems, including anxiety and depression.

Below are a range of different services that offer tools and resources to help you stay well in work.

Services

ACAS

Advisory, Conciliation and Arbitration Service provides free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law.

www.acas.org.uk/index.aspx?articleid=1461

Access to Work

If you are disabled or have a physical or mental health condition that makes it hard for you to do your job, we can talk to your employer about changes they must make in your workplace. We can also get you extra help and mental health support from Access to Work.

www.gov.uk/access-to-work

Mindful Employer

A national initiative that promotes positive mental health awareness in the work place. Their website has various resources and lists of employers who are committed to being “mindful” employers.

www.mindfulemployer.net/employees/keeping-well-work/

Five Ways to Wellbeing

A set of evidence-based public mental health messages aimed at improving the mental health and wellbeing of the whole population.

www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/

Remploy

The Access to Work Mental Health Support Service is a confidential service delivered by Remploy. It is available at no charge to any employees with depression, anxiety, stress or other mental health issues affecting their work.

www.remploy.co.uk/

Retaining work, or returning after absence

Wellness Action Plan

Wellness Actions Plans (WAPs) are an easy, practical way of helping you to support your own mental health at work. Find out more at:

www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download/

Fit Note (if you're off sick)

You must give your employer a 'fit note' if you are off sick for more than 7 days in a row (including non-working days). This will say whether you are considered, 'fit for work' and may also give details of any relevant restrictions, so that your employer can consider how you can be supported as and when you return to work. For guidance on the Fit Note see:

www.gov.uk/taking-sick-leave

Information and Advice

If you have any concerns about the process of being "signed off sick", sick pay, benefit entitlements or return to work, then you may find the following government advice helpful:

Taking sick leave and the Fit Note:

www.gov.uk/taking-sick-leave

Statutory sick pay:

www.gov.uk/statutory-sick-pay

Benefits:

www.gov.uk/if-you-become-disabled

Restrictions and adjustments

Assuming that you are able to return to work, it is important for your employer to know in advance about any restrictions and adjustments that may be needed (e.g. changes to hours/duties, additional training or equipment or help with travel). Many employers have a set policy on return to work (e.g. graded return) after illness or injury which may start with a return to work interview.

Information about employee rights and responsibilities can be found here:

www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG_4001068

Further Information

Education and Training

If you are interested in further education or gaining work-related qualifications, take a look through these sites for more information:

National Careers Service:

<https://nationalcareers.service.gov.uk/find-a-course>

Open University courses:

www.open.ac.uk/

Open University free courses:

www.open.edu/openlearn/free-courses/full-catalogue

Alison online free courses:

www.alison.com/courses

Future Learn free courses:

www.futurelearn.com/

Free courses in England:

www.freecoursesinengland.co.uk/oe/free-course-library

Student finance:

www.gov.uk/student-finance-register-login

Student support – University of Sussex:

www.sussex.ac.uk/student-support/

Student support – University of Brighton:

www.brighton.ac.uk/current-students/contacts/index.aspx

Further education courses and funding:

www.gov.uk/further-education-courses

Student Support at Chichester University:

<https://www.chi.ac.uk/student-life/support-health-wellbeing>

Further Information

Volunteering

Volunteering can be a useful way to update your skills, increase your confidence, make new friends and potentially provide a stepping stone back into the workplace.

Do It:

www.do-it.org

West Sussex County Council:

www.westsussex.gov.uk/leisure-recreation-and-community/volunteering/

Crawley Community and Voluntary Service:

www.crawleycvs.org/westsussexvolunteering.php

Miscellaneous Support agencies

Pathfinder – For advice, information and services to support your mental health and wellbeing or supporting someone else. www.pathfinderwestsussex.org.uk/

Foodbanks - Providing nutritionally balanced, non-perishable food to people locked into poverty. www.trusselltrust.org/get-help/find-a-foodbank/

Citizens Advice Bureau - Free, confidential information and advice to assist people with money, legal, consumer and other problems. www.citizensadvice.org.uk/

Unlock - Support for people with convictions who are facing stigma and obstacles because of their criminal record. www.unlock.org.uk/

Shelter - Help with housing and homelessness. www.shelter.org.uk/

Every Mind Matters: One You website - Helpful advice and resources to support good mental health and wellbeing

Further Information

Money Advice

Citizens Advice Bureau - Free, confidential information and advice to assist people with money, legal, consumer and other problems.

www.citizensadvice.org.uk/

Money Advice Trust - The Money Advice Trust helps people across the UK to tackle their debts and manage their money with confidence.

www.moneyadvicetrust.org/Pages/default.aspx

The Money Manager tool from Money Advice Service - Designed for people receiving Universal Credit.

www.moneyadviceservice.org.uk/en/tools/money-manager

Budget Planner - Budget Planner is free and puts you in control of your household spending and analyses your results to help you take control of your money.

www.moneyadviceservice.org.uk/en/tools/budget-planner

My Money Steps – A free online debt advice service from National Debt line.

www.mymoneysteps.org/

National Debt line:

www.nationaldebtline.org/

Telephone: 0808 808 4000

Monday to Friday, 9am to 8pm, Saturday, 9:30am to 1pm

StepChange – An online debt advice tool.

www.stepchange.org/

Turn2Us - A national charity helping people when times get tough, providing financial support to help people get back on track.

www.turn2us.org.uk/

Benefits Advice—from West Sussex County Council:

www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/paying-for-social-care-support/benefits-and-financial-support

Further Information

COVID-19 related resources

Employment - Despite the disruption caused by the coronavirus outbreak, there are still jobs out there to apply to:

www.jobhelp.campaign.gov.uk/

Furlough Information - What to do if you're employed and cannot work:

www.gov.uk/guidance/coronavirus-covid-19-what-to-do-if-youre-employed-and-cannot-work#:~:text=If%20your%20employer%20has%20less,payments%20you%20could%20get

Furlough and the Coronavirus Job Retention Scheme:

www.acas.org.uk/coronavirus/furlough-scheme-pay

Self employment support - What to do if you're self-employed and getting less work or no work: www.gov.uk/guidance/coronavirus-covid-19-what-to-do-if-youre-self-employed-and-getting-less-work-or-no-work

Self-employment income support scheme:

www.moneysavingexpert.com/news/2020/04/self-employed-help-coronavirus/

Get help with technology during coronavirus (COVID-19):

www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19

Benefits Advice - information about the changes the government has brought in to support people who are already claiming benefits, need to claim benefits, or are at risk of losing their job as a result of coronavirus:

www.understandinguniversalcredit.gov.uk/employment-and-benefits-support/

Stay in contact with family and friends using video calls:

www.which.co.uk/news/2020/03/step-by-step-how-to-make-a-video-call-on-your-computer-or-smartphone/

or

www.ageuk.org.uk/information-advice/work-learning/technology-internet/video-calling/

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For further information about Southdown please visit:

www.southdown.org