



## Burton & District Guidance Notes for Applicants Project Support Coordinator Summer 2026

**Please read through the entire pack carefully before applying.**

Pay attention to the Job Description with close reference to the Personal Specification. Tailor your responses to the job you are applying for in your cover letter.

Your application should include:

- **A cover letter outlining your reasons for applying and how you believe you are a suitable candidate.** Include experience and achievement from any sphere of your life against **key parts of the Personal Specification**. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school/college and special interests as well as previous paid employment.
- **A copy of your most recent CV.**

This application will be scored against the **Personal Specification**; candidates who reference the qualities note in the **Personal Specification** are more likely to score higher.

*Historically we have had a lot of interest from people working in the Care Sector. Please note, this is not a Care Role and has substantial differences. We welcome people applying from the Care Sector, however it is vital your application refers to the Job Description and Personal Specification.*

We will NOT use Artificial Intelligence to score applications.

Please share us the same courtesy and minimise the use of AI in your application.

If you fail to send both of the above, or your application scores below our minimum expectations, your application will be discounted.

All applications should be marked Private and Confidential to:

FAO Office Administrator  
Burton & District Mind  
67 Branston Road, Burton on Trent,  
Staffordshire, DE14 3BY

or emailed to:

[jobs@burtonmind.co.uk](mailto:jobs@burtonmind.co.uk)

The deadline for application is **9am Monday 13 July 2026**.  
**Interviews are planned to take place Thursday 23 July 2026.**

Please note that we are unable to sponsor roles. You must have the right to work in the UK.

If you are invited to interview you will be asked to complete an application form prior to interview, and provide evidence of your identity, ability to drive, and qualifications.

Interviews for approved candidates are projected to take place between the times of 9am to 5pm with around 5 days' notice. Interviews will be conducted over MS Teams. **You should allow for 90 minutes for your interview**, which will include the following:

- 20 minutes practical assessment
- 40-60 minutes of formal questions

We expect the role to commence from a maximum of 1 month from date of offer, subject to references and background checks, although a sooner start will also welcomed.

We will acknowledge receipt of applications – if you do not hear from us 2 working days after your application, please call us. On the grounds of economy, it is not practice to notify all unsuccessful applications. If you do not hear from us by the interview date, please assume your application has been unsuccessful on this occasion.

Final Offer is subject to an enhanced DBS check for both children and vulnerable adults, 2 references (1 of which must be vocational), and 6 months' successful probationary period. Successful candidates must be able to drive with a Full Driving Licence. and have access to their own vehicle.

The role is a permanent post subject to continued funding.

### Privacy and Information Sharing

All applications are treated in the strictest confidence. Your application will be kept on file for six months. Your information will be processed in accordance with our Data Protection and Confidentiality Policy. Information that you provide will be only used for Burton & District Mind's HR purposes and for the purposes for arranging training unless there is a legal authority to do otherwise.

### Equal Opportunities Policy

Burton & District Mind confirms that it aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their age, family background, employment status, physical or mental disability, or mental ill health, religious beliefs or Political opinions, race, gender, sexuality, marital status, having or not having dependents, or weight. Employment term and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.

If selected for interview, you will asked to compete a demographics survey which are removed ahead of selection process. Upon any jobs offered, we will ask for completion of a Health Questionnaire so we can be as proactive in your support as reasonably as we can.

**However, please not that we cannot sponsor jobs due to scale of costs associated with this. All applicants must have the right to be employed within the UK without need for sponsorship.**

## About Burton & District Mind

We're Burton & District Mind, the mental health charity (Charity registration 1140492). We are here for you. We are here for everyone.

We provide counselling, one to one support, Future Focus Recovery Service, and community projects to relieve young people and adults of mental health problems. We operate in Burton on Trent, Uttoxeter, Lichfield, Burntwood and Tamworth. We have been in operation since 1991.

We employ a brilliant expert team of around 30 dedicated helpful people, supported by a bank of counselling and non-counselling associates and a handful of carefully selected volunteers.

We have a central office close to the town centre of Burton on Trent, a Crisis Café in Tamworth and a project office in Burntwood. We are also set up for hybrid home-working and distance-working.

Much of our funding comes through contracts with the NHS, such as our counselling services and our mental health rehabilitation and crisis services. We also run mental health contracts linked to housing. We work with partner charities across the area on grant funding and cross promotion. And we raise funds through the community to support projects and to ensure we can offer non-NHS services at a low cost.



## About the Development and Sustainability Team and this role

“What we need is something to show that people with mental health problems can do this for ourselves. We just need some guidance and some funding to get us started. We need someone to trust us.” - Burntwood participant, December 2023.



Building on the continued success of the Burton & District Mind Development and Sustainability Team and part-funded by Lichfield District Council & Burntwood Town Council, we are leading the development of a Community Development Programme in Lichfield District to improve the mental health of residents in the area.



The programme will provide success on four strategic outcomes set out by Lichfield District Council, including Confident Communities, Prosperous Communities, Active Communities, and Green Communities. The programme looks to be independent and self-sustainable from April 2027.



Burton & District Mind will provide a Project Support Coordinator to arrange and manage, and on occasion codelivery, a range of mental health projects. In this, they will review the mental health needs and aspirations of the local community, identifying gaps in existing provision. They will work within and have continued support from the Development and Sustainability Team in to increase community fundraising, develop local workplace health initiatives, and succeed in grant applications to deliver and implement high quality mental health projects. Projects will be delivered across Burntwood and Lichfield, and will consist of psychoeducation sessions, sports, arts, eco and nature projects, or holistic interventions, working with our established bank of talented associates and generous Community Ambassador volunteers.