

Southdown

# Brighton & Hove Employment Resource Pack



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Southdown works closely with individuals, employers and other third sector organisations to ensure individuals with mental health challenges 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 services

Below is a list of some of Southdown's mental health services. A full list of services covering Brighton & Hove is available at:

[www.southdown.org/how-we-help/service-directory?\\_sft\\_service\\_location=brighton-and-hove](http://www.southdown.org/how-we-help/service-directory?_sft_service_location=brighton-and-hove)

## Brighton & Hove Recovery College

Southdown's Brighton & Hove Recovery College offers educational courses as a route to recovery from mental health challenges. All our courses are FREE and designed and delivered by people with lived experience of mental health challenges, together with clinical staff and other professionals.

[www.southdown.org/services/recovery-college-brighton-hove](http://www.southdown.org/services/recovery-college-brighton-hove)

## Staying Well

Staying Well is an out-of-hours service for people aged 18 or over experiencing mental distress or requiring crisis support. The service is located at The Wellbeing Hub at Preston Park in Brighton and Southdown's Eastbourne and Hastings (St Leonards-On-Sea) Wellbeing Centres.

[www.southdown.org/services/staying-well](http://www.southdown.org/services/staying-well)

## The Wellbeing Hub at Preston Park

The Wellbeing Hub at Preston Park provides a welcoming and supportive environment, in which people with mental health support needs can learn new skills and get involved in a variety of groups and activities. The Wellbeing Hub is part of the UOK Brighton & Hove network.

[www.southdown.org/services/preston-park-recovery-centre-brighton-hove](http://www.southdown.org/services/preston-park-recovery-centre-brighton-hove)

## UOK

UOK is a partnership of community services working together to support good mental health and wellbeing in Brighton & Hove, and East Sussex. Their mission is to help people find and receive the support they need at the right time, and to promote good mental wellbeing for all. They can connect you to free local mental health and wellbeing support in Brighton, Hove and East Sussex.

[www.uok.org.uk](http://www.uok.org.uk)

# Searching for work

If you are unsure what type of job might suit you, you can explore different job roles on the following websites:

## Job profiles (Prospects)

[www.prospects.ac.uk/job-profiles](http://www.prospects.ac.uk/job-profiles)

## National Careers Service

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

## Jobsites

### Apprenticeships in Brighton & Hove

[www.brighton-hove.gov.uk/jobs/apprenticeships-and-pre-employment/find-apprenticeship](http://www.brighton-hove.gov.uk/jobs/apprenticeships-and-pre-employment/find-apprenticeship)

### CV Library

[www.cv-library.co.uk](http://www.cv-library.co.uk)

### Friday Ad Jobs Brighton & Hove

[www.friday-ad.co.uk/brighton/jobs](http://www.friday-ad.co.uk/brighton/jobs)

### For professionals

[www.linkedin.com/jobs/?originalSubdomain=uk](http://www.linkedin.com/jobs/?originalSubdomain=uk)

### Indeed

[www.indeed.co.uk](http://www.indeed.co.uk)

### Job Help - Support to find work

[www.gov.uk/browse/working/finding-job](http://www.gov.uk/browse/working/finding-job)

### Love Local Jobs

[www.lovelocaljobs.com](http://www.lovelocaljobs.com)

### Total Jobs

[www.totaljobs.com](http://www.totaljobs.com)

## Job search top tips

- Set aside specific times in the week to devote to job-seeking using a mix of general job sites & specific company sites relevant to your needs.
- 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.

In addition to websites suggested above, you can also type a specific job role and location into Google to find more jobsites and vacancies. If you have a Facebook, Instagram or LinkedIn account, you could also use those platforms to search for local job vacancy pages and opportunities.

# Searching for work

## Self-employment

**Federation of Small Business Knowledge Hub**

[www.fsb.org.uk/knowledge/fsb-infohub.html](http://www.fsb.org.uk/knowledge/fsb-infohub.html)

**HMRC – help and support with lots of webinars**

[www.gov.uk/guidance/help-and-support-for-self-assessment](http://www.gov.uk/guidance/help-and-support-for-self-assessment)

**King's Trust – support for 18 to 30 year olds**

[www.kingstrust.org.uk](http://www.kingstrust.org.uk)

**Local and national support for businesses – Brighton & Hove City Council**

[https://brighton-hove.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME?HOMEPRMS=UD\\_BIPCPARAM](https://brighton-hove.spydus.co.uk/cgi-bin/spydus.exe/MSGTRN/WPAC/HOME?HOMEPRMS=UD_BIPCPARAM)

**Working for yourself – government website**

[www.gov.uk/working-for-yourself](http://www.gov.uk/working-for-yourself)

## Creating or reviewing your CV

**Advice from CV Library**

[www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips](http://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips)

**Advice from National Careers Service**

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

**Professional CV and cover letter writing help from Live Career**

[www.livecareer.co.uk](http://www.livecareer.co.uk)

## Covering letters

**Advice from National Careers Service**

<https://nationalcareers.service.gov.uk/careers-advice/covering-letter>

**Covering letter - CV Library**

[www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter](http://www.cv-library.co.uk/career-advice/cover-letters/how-to-write-cover-letter)

**Speculative letters**

<https://uk.indeed.com/career-advice/cvs-cover-letters/how-to-write-speculative-application>

[www.prospects.ac.uk/careers-advice/applying-for-jobs/how-to-write-a-speculative-job-application](http://www.prospects.ac.uk/careers-advice/applying-for-jobs/how-to-write-a-speculative-job-application)

## Interview advice

**Advice from National Careers Service**

<https://nationalcareers.service.gov.uk/careers-advice/interview-advice>

**Interview advice with TED talks:**

[www.themuse.com/advice/5-ted-talks-to-watch-before-your-next-interview](http://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 experiences 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

### Able Futures

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

<https://able-futures.co.uk/individuals>

<https://atw.maximusuk.co.uk>

### 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](http://www.acas.org.uk)

### 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, you can apply for a grant to support changes in your workplace. We can also guide you towards getting support for your mental health at work via Access to Work.

[www.gov.uk/access-to-work](http://www.gov.uk/access-to-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](http://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing)

### 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.dpt.nhs.uk](http://www.mindfulemployer.dpt.nhs.uk)



# Retaining work, or returning after absence

## 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). The note 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 fit notes see:** [www.gov.uk/government/publications/the-fit-note-a-guide-for-patients-and-employees/the-fit-note-guidance-for-patients-and-employees](http://www.gov.uk/government/publications/the-fit-note-a-guide-for-patients-and-employees/the-fit-note-guidance-for-patients-and-employees)

## 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:** [www.gov.uk/taking-sick-leave](http://www.gov.uk/taking-sick-leave)

**Statutory sick pay:** [www.gov.uk/statutory-sick-pay](http://www.gov.uk/statutory-sick-pay)

**Benefits if you're temporarily unable to work:** [www.gov.uk/browse/benefits/unable-to-work](http://www.gov.uk/browse/benefits/unable-to-work)

## 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 (also known as a graded or phased return) after illness or injury which may start with a return to work interview.

**Information about reasonable adjustments for workers with disabilities, physical or mental health conditions can be found here:**

[www.gov.uk/reasonable-adjustments-for-disabled-workers](http://www.gov.uk/reasonable-adjustments-for-disabled-workers)

[www.acas.org.uk/reasonable-adjustments](http://www.acas.org.uk/reasonable-adjustments)

## 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](http://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download)

# 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:

### Alison - free online courses

[www.alison.com/courses](http://www.alison.com/courses)

### Adult education providers in Brighton & Hove

[www.brighton-hove.gov.uk/youth-employment-hub/education-training-and-personal-development-courses/find-adult-education-course/career-focussed-and-personal-interest-courses](http://www.brighton-hove.gov.uk/youth-employment-hub/education-training-and-personal-development-courses/find-adult-education-course/career-focussed-and-personal-interest-courses)

### Brighton Metropolitan College

[www.brightonmet.ac.uk](http://www.brightonmet.ac.uk)

### Free Courses in England

<https://freecoursesinengland.co.uk>

### Functional Skills UK

<https://functionalskillsuk.co.uk>

### Further education courses and funding

[www.gov.uk/further-education-courses](http://www.gov.uk/further-education-courses)

### Future Learn - includes some free course options

[www.futurelearn.com](http://www.futurelearn.com)

### National Careers Service

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

### Open University courses

[www.open.ac.uk](http://www.open.ac.uk)

### Open University - free courses

[www.open.edu/openlearn/free-courses/full-catalogue](http://www.open.edu/openlearn/free-courses/full-catalogue)

### Student finance

[www.gov.uk/student-finance-register-login](http://www.gov.uk/student-finance-register-login)

### Student support – University of Brighton

[www.brighton.ac.uk/current-students/contacts/index.aspx](http://www.brighton.ac.uk/current-students/contacts/index.aspx)

### Student support – University of Sussex

[www.sussex.ac.uk/studentsupport](http://www.sussex.ac.uk/studentsupport)



# Further information

## Volunteering

Volunteering can be a useful way to update your skills, increase your confidence, and make new friends. It can give you recent, relevant experience for your CV, and potentially provide a stepping stone back into the workplace.

### Brighton & Hove City Council

[www.brighton-hove.gov.uk/jobs/volunteering](http://www.brighton-hove.gov.uk/jobs/volunteering)

### Community Base

<https://communitybase.org/services/brighton-and-hove-volunteer-search-789162990>

### Community Works

[www.bhcommunityworks.org.uk/volunteer](http://www.bhcommunityworks.org.uk/volunteer)

### Volunteer opportunities, rights and expenses

[www.gov.uk/volunteering/pay-and-expenses](http://www.gov.uk/volunteering/pay-and-expenses)

## Miscellaneous Support

### ADHD Aware - local and online group peer support for adults with ADHD

<https://adhdaware.org.uk>

### Citizens Advice Bureau - free, confidential information and advice

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### Every Mind Matters, One You website - mental health advice and resources

[www.nhs.uk/oneyou/every-mind-matters](http://www.nhs.uk/oneyou/every-mind-matters)

### Foodbanks - providing non-perishable food to people in poverty

[www.trusselltrust.org/get-help/find-a-foodbank](http://www.trusselltrust.org/get-help/find-a-foodbank)

### Possability People – Enabling and empowering people with health conditions

[www.possabilitypeople.org.uk](http://www.possabilitypeople.org.uk)

### Shelter - help with housing and homelessness

[www.shelter.org.uk](http://www.shelter.org.uk)

### The Rainbow Hub – LGBTQ+ communities working together

[www.switchboard.org.uk/resource-directory/the-rainbow-hub](http://www.switchboard.org.uk/resource-directory/the-rainbow-hub)

### Unlock - support for people with convictions who are facing stigma and obstacles

[www.unlock.org.uk](http://www.unlock.org.uk)

# Further information

## Money advice

### Advice agencies and useful links

[www.brighton-hove.gov.uk/benefits-advice](http://www.brighton-hove.gov.uk/benefits-advice)

### Budget Planner - free and puts you in control of your household spending

[www.moneyhelper.org.uk/en/everyday-money/budgeting/budget-planner](http://www.moneyhelper.org.uk/en/everyday-money/budgeting/budget-planner)

### Citizens Advice Bureau - free, confidential information and advice

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### Money Advice Trust - help to tackle debts and manage your money

[www.moneyadvicetrust.org/Pages/default.aspx](http://www.moneyadvicetrust.org/Pages/default.aspx)

### Money Helper - free and impartial help with money, backed by the Government

[www.moneyhelper.org.uk/en](http://www.moneyhelper.org.uk/en)

### National Debt line

[www.nationaldebtline.org](http://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](http://www.stepchange.org)

### The Money Manager tool - for people receiving Universal Credit

[www.moneyadviceservice.org.uk/en/tools/money-manager](http://www.moneyadviceservice.org.uk/en/tools/money-manager)

### Turn2Us - A national charity providing financial support

[www.turn2us.org.uk](http://www.turn2us.org.uk)

### Wave Community Bank

<https://wavecb.org.uk/>

# Further information

## Alternative Employment Services

### Barnardo's Make Trax programme

Supporting 16-29 year old young people that are not in education, employment or training into positive destinations.

[www.barnardos.org.uk/get-support/services/make-trax](http://www.barnardos.org.uk/get-support/services/make-trax)

### BHCC Supported Employment Team (SET)

[www.brighton-hove.gov.uk/social-care/health-and-wellbeing/supported-employment](http://www.brighton-hove.gov.uk/social-care/health-and-wellbeing/supported-employment)

### BHCC Youth Employment Hub

The Youth Employment Hub is a resource for young adults age 16 to 25 who live in Brighton & Hove.

[www.brighton-hove.gov.uk/youth-employment-hub](http://www.brighton-hove.gov.uk/youth-employment-hub)

### BHT – Work, Learning & Employment

[www.bht.org.uk/services/work-learning-employment](http://www.bht.org.uk/services/work-learning-employment)

### Black & Minority Ethnic Community Partnership (BMECP) Employability Hub

Employability for black & minority ethnic communities and refugees.

<https://bmecp.org.uk/employment-skills-project-drop-in-service>

### Change, Grow, Live (CGL)

Support is available if you are in treatment at CGL, of working age and if you want it.

[www.changegrowlive.org/brighton-hove/support#employment](http://www.changegrowlive.org/brighton-hove/support#employment)

### Grace Eyre

Employability and skills support people with learning disabilities and/or autistic people on their journey to paid work, further training and/or volunteering.

[www.grace-eyre.org/what-we-do/employability-and-skills](http://www.grace-eyre.org/what-we-do/employability-and-skills)

### Maximus

<https://whpp.maximusuk.co.uk/southern-england>

### St Mungo's Skills & Employment

Help for people who have experienced homelessness to gain skills and develop their employability. They offer a wide range of skills and employment programmes.

[www.mungos.org/our-services/learning-training-and-employment](http://www.mungos.org/our-services/learning-training-and-employment)

### The Hangleton & Knoll Project

[www.hkproject.org.uk](http://www.hkproject.org.uk)

### Trust for Developing Communities – Multicultural Employability Support Hub

[www.trustdevcom.org.uk/what-we-do/equalities/employability-projects/mesh](http://www.trustdevcom.org.uk/what-we-do/equalities/employability-projects/mesh)

# Keeping well

## **Health & Wellbeing – Brighton & Hove City Council**

Working with residents and organisations in Brighton and Hove to promote health and wellbeing. Their main aim is for everyone to have the opportunity to live a healthy, happy and fulfilling life.

[www.brighton-hove.gov.uk/health-and-wellbeing](http://www.brighton-hove.gov.uk/health-and-wellbeing)

## **Mental Health Foundation**

Information and guidance to help you take care of your mental wellbeing.

[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)

## **Mind – How to improve your mental wellbeing**

Tips to help you take care of your mental wellbeing.

[www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing](http://www.mind.org.uk/information-support/tips-for-everyday-living/wellbeing)

## **NHS - Better Health**

Making better choices today can have a big impact on your health. Better Health aims to help you get healthier and feel better with free tips, tools and support.

[www.nhs.uk/better-health](http://www.nhs.uk/better-health)



Southdown

## **Southdown is hiring!**

Take a look at our current job opportunities across Sussex.  
We are proud to offer competitive pay within the local care sector  
that is above the Real Living Wage rate and local retail employers.

**[www.southdown.org/work-with-us](http://www.southdown.org/work-with-us)**

This Employment Resource Pack has been created  
in collaboration by colleagues working across  
Southdown's Employment Support services.



[www.southdown.org](http://www.southdown.org)