

Southdown

West Sussex Employment Resource Pack



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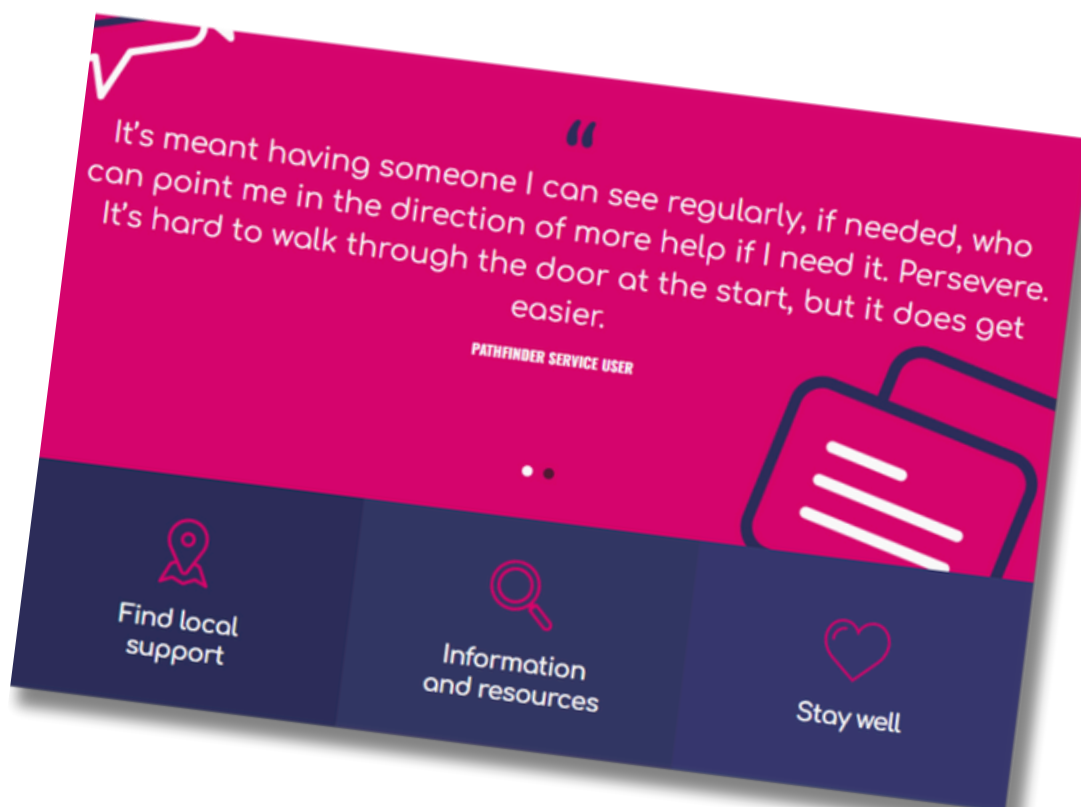
Southdown works closely with individuals, employers and other third sector organisations to ensure individuals with mental health challenges are able to either remain at work or to return to work.

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

Mental health services

If you are looking for advice, information and services to support your mental health and wellbeing or are supporting someone else living in West Sussex, please see the Pathfinder website at: www.pathfinderwestsussex.org.uk

The screenshot shows the Pathfinder West Sussex website. The header includes navigation links: HOME, ABOUT US, NEWS, I'M UNDER 18, I'M IN CRISIS, and a SEARCH THE SITE button. Below the header is a navigation bar with the Pathfinder logo and four main sections: FIND LOCAL SUPPORT, INFORMATION & SUPPORT, STAY WELL, and I NEED SOME SUPPORT. The main content area is split into two columns. The left column has a dark blue background with the text 'Find the support you need, near you' and a subtext: 'Looking for advice, information and services to support your mental health and wellbeing or supporting someone else? Find out about local services here.' The right column has a pink background with the heading 'Start your Search' and the subtext 'Find services near you'. It contains three input fields: 'Distance from me', 'Location or Postcode', and 'Select a category', followed by a 'FIND SUPPORT' button.



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

National Careers Service

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

Jobsites

Apprenticeships in West Sussex

www.findapprenticeship.service.gov.uk/apprenticeshipsearch

CV Library

www.cv-library.co.uk

Friday Ad Jobs West Sussex

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

For professionals

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

Indeed

www.indeed.co.uk

Job Help - Support to find work

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

Love Local Jobs

www.lovelocaljobs.com

Total Jobs

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

HMRC – help and support with lots of webinars

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

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

www.kingstrust.org.uk

Local and national support for businesses – West Sussex County Council

www.westsussex.gov.uk/business-and-consumers/start-or-grow-your-business/business-west-sussex/business-support

Working for yourself – government website

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

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

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

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

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

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

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

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

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

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

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

Statutory sick pay: www.gov.uk/statutory-sick-pay

Benefits if you're temporarily unable to work: 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

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

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

Adult education providers in West Sussex

www.westsussex.gov.uk/education-children-and-families/adult-learning-service

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

Future Learn - includes some free course options

www.futurelearn.com

National Careers Service

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

Northbrook College

www.northbrook.ac.uk

Open University courses

www.open.ac.uk

Open University - free courses

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

Student finance

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

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.

Community Base

<https://communitybase.org/?s=volunteering+west+sussex>

Community Works

www.bhcommunityworks.org.uk/volunteer

Do It

www.doit.life/volunteer

Volunteer opportunities, rights and expenses

www.gov.uk/volunteering/pay-and-expenses

West Sussex County Council

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

Miscellaneous Support

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

<https://adhdaware.org.uk>

Allsorts Youth Project - support for children & young people under 26 who are LGBT+

www.allsortsyouth.org.uk

Citizens Advice Bureau - free, confidential information and advice

www.citizensadvice.org.uk

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

www.nhs.uk/oneyou/every-mind-matters

Foodbanks - providing non-perishable food to people in poverty

www.trusselltrust.org/get-help/find-a-foodbank

MindOut - Peer support groups run by and for LGBTQ+ people

<https://mindout.org.uk/get-support/west-sussex-support>

Possability People – Enabling and empowering people with health conditions

www.possabilitypeople.org.uk

Shelter - help with housing and homelessness

www.shelter.org.uk

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

www.unlock.org.uk

Further information

Money advice

Advice agencies and useful links

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

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

www.moneyhelper.org.uk/en/everyday-money/budgeting/budget-planner

Citizens Advice Bureau - free, confidential information and advice

www.citizensadvice.org.uk

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

www.moneyadvicetrust.org/Pages/default.aspx

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

www.moneyhelper.org.uk/en

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

The Money Manager tool - for people receiving Universal Credit

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

Turn2Us - A national charity providing financial support

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

BHT – Work, Learning & Employment (support is based in Brighton)

www.bht.org.uk/services/work-learning-employment

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

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

Maximus

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

Scope - support for working-age disabled people

www.scope.org.uk/employment-services

West Sussex County Council Careers Team

<https://yourvoice.westsussex.gov.uk/careers-team-west-sussex>

Workability - support for people with a physical disability, sensory impairment and/or acquired brain injury to find paid jobs

www.supportedemploymentwestsussex.org/workability.html

WorkAid - Supporting people with a learning disability and autism to find a paid job

www.supportedemploymentwestsussex.org/workaid.html

Keeping well

Mental Health Foundation

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

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

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

West Sussex Wellbeing

www.westsussexwellbeing.org.uk



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

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



www.southdown.org