

## ABOUT US

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**Richmond Fellowship** is a national mental health charity making recovery reality for thousands of people every year. We provide a wide range of services including residential support, supported housing, employment services, community support and crisis support.

Richmond Fellowship is part of **Recovery Focus**, an expert group of charities with the shared aim of **inspiring recovery together**.



Investors  
in Diversity  
Award

**INVESTORS IN PEOPLE**  
We invest in people Silver

## GET IN TOUCH

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### Working with Employers:

Please contact us if you would like to find out about our workshops on common mental health issues and how we can help your organisation to improve wellbeing in the workplace on:

**E:** [Cambs&Beds.Referrals@  
RichmondFellowship.org.uk](mailto:Cambs&Beds.Referrals@RichmondFellowship.org.uk)

**W:** [www.elft.nhs.uk/talkingtherapies](http://www.elft.nhs.uk/talkingtherapies)

**W:** [www.richmondfellowship.org.uk](http://www.richmondfellowship.org.uk)

Follow Richmond Fellowship at:

 [/rfmentalhealth](https://www.facebook.com/rfmentalhealth)  [@rfmentalhealth](https://twitter.com/rfmentalhealth)

Company Registration No. 662712  
Registered Charity No. 200453

Leaflet version: 1  
Due for review: Aug 24

# EMPLOYMENT ADVISORS IN TALKING THERAPIES

# BEDFORDSHIRE



East London  
NHS Foundation Trust

in partnership with...

**RICHMOND  
FELLOWSHIP**   
MAKING RECOVERY REALITY

Our Employment Service can help you to

# STAY WELL, STAY WORKING

In partnership with...



East London  
NHS Foundation Trust



## WHO WE ARE

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The Employment Advisors in Bedfordshire Talking Therapies has been set up to provide support for people experiencing anxiety, depression, or other common mental health issues and who need support related to employment.

Richmond Fellowship's Employment Specialists, working as part of the Bedfordshire Talking Therapies, can provide employment support whether you are currently employed, off sick from work or unemployed and looking to find work.

## WHAT WE DO

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- › You will be continually involved in all aspects of your support and fully involved in the decision-making process.
- › Support will focus on your strengths and aspirations to achieve your employment goals.
- › We offer practical support based on your current employment situation. We may provide information and other resources to support you or signpost you to other organisations and services, where appropriate.
- › We work with you to create a support plan which will include your employment-related goals and the actions that need to be taken to achieve these goals.

# WHAT WE OFFER

We support clients to **Find, Remain** in or **Return** to Employment.

Our **Find Clients** are unemployed and looking for paid work, whether permanent or temporary, full or part time. This includes clients in training or education who are looking for paid work in the near term but want to find employment or training.

## Our Employment Specialists can:

- › Work with you to understand your preferences, values, experiences, and skills to identify employment goals.
- › Offer support on how to job search, write/update CV's, complete job applications and prepare for interview.
- › Signpost you to where you can access voluntary work or training.
- › Help you to identify any adjustments that may be required to enter the workplace including disclosing a mental health condition.



Our **Remain Clients** are either currently employed and working where they are experiencing problems at work, or are considering changing employment, or are employed but off work due to reasons other than sickness e.g suspended. We aim to support you to maintain your employment when problems arise.

## Some of the areas we can help with include:

- › Bullying and harassment
- › Problems with Managers or relationships with colleagues
- › Difficulties associated with your work environment
- › Capability, Disciplinary or Grievance process
- › Reasonable adjustments.

Our **Return Clients** are currently employed but not attending due to ill health, whether physical health or mental health. Issues can be as per remain, but also include support to return to work. This includes people who are still employed and do want to return to work but not necessarily to their current position/company.

## Our Employment Specialists can:

- › Help you deal with problems at work by identifying goals and developing an action plan.
- › Offer basic information on employment legislation and The Equality Act and guide you to organisations who offer more specialist advice.
- › Offer guidance to help you find alternative employment.
- › Help you draw up a back-to-work plan, if appropriate.
- › Provide a wealth of information and resources.

## Group workshops

We also run group workshops on a variety of employment-related topics such as employment skills, assertiveness at work and managing work related stress.

### A few things we do not offer in the employment service:

- › Our Employment Specialists are not trade union representatives; however, you can work with a trade union representative at the same time.
- › We are not specialists in employment law, and we are not legally trained. We can offer guidance on some matters, and we can signpost you to other services, where necessary.
- › Our team are not recruitment consultants, so we do not have a list of jobs or vacancies ready for you to apply for and we do not search or apply for jobs on your behalf.
- › We are not clinicians, so we are not trained to provide therapy or counselling. Our support does not aim to replace the work of a clinician. The work we do is employment-focused support, but we are sensitive to what you may be experiencing, and we will work alongside your Talking Therapist to support you.

## Attendance

Please attend your appointment on time. If you are late, we will do our best to utilise the remaining time in the session. However, if you are very late, this may not be possible, and will normally be classed as a missed appointment. It is important to attend all sessions as agreed.

## Missed Appointments

If you miss an appointment and we don't hear from you and can't get hold of you within 2 weeks, we will assume that you do not wish to continue and will discharge you from the employment service.

## Cancellation

If you are unable to attend an arranged appointment, please contact your Employment Specialist as soon as possible to cancel, ideally at least 48 hrs (2 working days) before your appointment.

## Additional Employment Service information

- › Our hours are **Monday to Friday 9am – 5pm**.
- › Support is provided in a variety of ways including virtually via Microsoft Teams, telephone, email, face to face (subject to ES availability) and group workshops.
- › Following an assessment with one of our Employment Specialists, we offer up to a maximum of 6 one-to-one sessions lasting up to 45 minutes with an Employment Specialist.

