

Dear Sir/Madam,

**RE: Relief/Bank Support Worker**

Please find enclosed, an application pack for the above post which includes the following documentation:

- Information about our organisation
- Job Description & Personal Specification;
- Application Form;
- Equal Opportunities Monitoring Form.

As this role involves working with people with learning disabilities, we are looking to recruit relief/bank Support Workers to provide sick leave and annual leave cover as and when required on all CAN projects including the BASE and the WECAN project based at our Can Can recycling premises. Typical hours are Monday to Friday 10am til 4pm.

Please complete the Application Form and Monitoring Questionnaire (in an unmarked sealed envelope) and return to me at the address shown.

Depending on shortlisting, we may call successful candidates for an informal practical assessment linked to the criteria for the post.

This is a really exciting project so we will look forward to hearing from you. Thank you for your interest in our organization.

Yours sincerely,

**Linda McKendry**  
**Monitoring Officer**

## Background to Project

CAN is a unique, user-led charity of people with learning disabilities, based in Ballymoney, Northern Ireland.

We are extremely proud of our organisation as it has retained all of the unique qualities from its inception including remaining user-led and managed, independent, progressive and proactive. Our underpinning aim is to create an organisation for informed and empowered individuals to push back the barriers to enable them to have the same fulfilling and creative opportunities as every other citizen therefore leading to our membership taking control over their own lives and destinies... *“Enhancing Lives...Creating Change”*.

We want people with a learning disability in our area:

- to be confident and be able to speak up for themselves;
- to have access to a range of services including employment, training, social and recreational opportunities;
- to play an active role in their local community;
- to have their voices clearly heard.

Our Values:

- Respect;
- Opportunities;
- Participation;
- Empowerment
- 

We work with people with learning disabilities aged 12 and over...we have several Social Enterprises including Can Can Recycling, Can Can Bazaar (our shop) and Can Can Upcycling. Our Youth Project supports young people aged 12-18 and we run numerous health programmes for people with learning disabilities throughout the year. 100% of the proceeds from our Social Enterprises go to support local people with learning disabilities.

Our BASE projects provide an alternative to traditional daycare to local people with learning disabilities (in Ballymena, Ballymoney and Coleraine) and empowers them to access local community services and facilities. It promotes independence and free choice and the members produce a monthly calendar of activities that they would like to attend and enjoy. Support workers are provided to enable the members to enjoy as many activities as possible and to assist with arrangements such as transport and supervision.

## **Job Description**

<b>Job Title:</b>	Relief/Bank Support Worker
<b>Salary:</b>	£8.50 per hour
<b>Hours of Work:</b>	Casual – As and when required – normally Mon-Friday 10am-4pm
<b>Responsible to:</b>	Manager, Compass Advocacy Network Ltd
<b>Job Location:</b>	Coleraine/Ballymena/Ballymoney

**As relief/bank support worker you will be required to work shifts when/if required as a cover for CAN Co-ordinators and support workers being absent from their work. There are no guaranteed weekly hours for this position.**

### **Main Responsibilities:**

- To provide ongoing support and guidance to service users in the delivery of their daily activities;
- Ensure the service users are assisted to participate in activities within their local communities;
- To develop productive working relationships with both the general public, local community organisations and businesses;
- Ensure a safe and clean environment is maintained at all times within the project through adherence to and in accordance with legislative requirement;
- Ensure confidentiality is maintained at all times.

### **Specific Duties:**

#### **Support:**

- Provide support to the service users by supporting them in their daily activities;
- Daily supervision of adults with learning disabilities.

#### **Health and Safety:**

- To risk assess activities within organisational guidelines;
- To be responsible for safe practices within the premises and externally;
- Notify the Manager of any incidents or accidents and ensure appropriate records are kept.

#### **Administration:**

- General office duties including answering the telephone and dealing with enquiries relating to the project;
- Responsibility for appropriate record keeping and reporting relating to the project;
- Maintain administrative records with regards to the safe handling of petty cash;

- Maintain project attendance and financial records;
- To be responsible for aspects of office administration;
- To act as first point of contact for enquiries regarding information, correspondence or services including co-ordination with Day Opportunities Co-Ordinators and CAN staff;
- To report to the Manager of the project through verbal/written communication and written reports.

### **Training:**

- Bank Staff are required to attend Induction Sessions and training days as and when required. This will be on an unpaid basis (maximum 4 days per annum).

### **General duties:**

- To assist with catering for tea /coffee breaks;
- To respect the confidentiality of all information received as a result of the post holder duties;
- **Any other reasonable duties at the discretion of the line manager.**

**Please note, at times there may be lone working involved in this post (training will be provided).**

# Personnel Specification

**PERSONNEL SPECIFICATION – Please refer to both the Essential and Desirable Criteria when completing Application Form.**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>VALIDATED BY</b>
<p><b><u>Qualifications &amp; Experience:</u></b></p> <p>NVQ level II/ minimum 5 GCSE/O levels at grades A-C (to include maths and English)</p> <p>At least 1 years' experience of voluntary/working in a supportive role with vulnerable people/families within a community based environment (or part time equivalent).</p>	<p><b><u>Qualifications &amp; Experience:</u></b></p> <p>Recent experience of working with people with learning disabilities and their families;</p> <p>Experience in the management of challenging behaviour and/or complex needs.</p> <p>An interest in sports and leisure and/or experience of facilitating social and recreational activities</p>	<p>Application Form &amp; Interview</p>
<p><b><u>Knowledge:</u></b></p> <p>Awareness of the legislative frameworks relating to Children &amp; Vulnerable Adults;</p> <p>Insight into the barriers faced by people with learning disabilities in accessing social and leisure activities;</p> <p>Knowledge of organisations who can provide support and leisure opportunities to those living in the community.</p>	<p><b><u>Knowledge:</u></b></p> <p>Experience of/and or understanding of local community services;</p>	<p>Application Form &amp; Interview</p>
<p><b><u>Skills:</u></b></p> <p>Good interpersonal skills (both written and verbal) with the ability to interact effectively with young people, colleagues and families and to build relationships with external bodies;</p> <p>Good presentation and literacy skills, with the ability to convey information in plain English to a range of audiences;</p>	<p><b><u>Skills:</u></b></p> <p>Ability to present reports both written and verbal clearly, accurately and to a standard appropriate for external presentation;</p> <p>Able to carry out Risk Assessments and prepare Support Plans for individual service users.</p> <p>Competent IT Skills (Word, Outlook, Excel, Publisher)</p>	<p>Application Form &amp; Interview</p>
<p><b><u>Abilities:</u></b></p> <p>Ability to bring out the best in people regardless of communication needs or physical barriers;</p>		<p>Application Form &amp; Interview</p>

<p>Ability to think creatively and inspire enthusiasm in others;</p> <p>Good time management and organisational skills and an ability to prioritise workload in a crisis.</p> <p>Willingness to develop skills and undertake such additional training as appropriate.</p>		
<p><b><u>Attitudes:</u></b> To practice in a non-judgemental manner and respect the rights, responsibilities and opinions of others;</p> <p>A commitment to the organisation's vision and values and policy of informed choice;</p> <p>To be aware of the importance of maintaining professional boundaries and confidentiality within the working environment.</p>		Interview
<p><b><u>Other Requirements:</u></b></p> <p>Due to nature of the work which involves contact with vulnerable adults the candidate will be vetted.</p> <p>Flexible and responsive to the needs of the project including willingness and ability to travel and to work unsocial hours, including weekends and evenings, with occasional overnight stays;</p>	<p>Hold a clean, valid driver's licence and have access to a car (this can be waived in the case of an applicant whose disability prohibits driving, but who is able to organise suitable alternative arrangements which enable them to meet the duties of the post);</p>	Application Form & Interview

**Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short listing criteria to include the Desirable requirements.**

# APPLICATION FORM



Please Return to:

**The Monitoring Officer**  
**CAN**  
**20 Seymour Street**  
**Ballymoney**  
**BT53 6JR**

<b>Position Applied For:</b>		<b>Ref:</b>	
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Please indicate willingness to be considered for employment in the following locations:

<b>Location</b>	<b>Ballymoney</b>	<b>Ballymena</b>	<b>Coleraine</b>	<b>Any</b>	<b>Other (Please state)</b>
<b>Please tick</b>					

## Section 1    Personal Details

PLEASE TYPE / WRITE YOUR ANSWERS BELOW

First Name (s)

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Family Name

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Address (inc. Postcode)

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Home Telephone Number:

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Personal Mobile number:

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Email address:

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Do you hold a valid driving licence?

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Do you have the use of a car?

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Are you eligible for employment in the UK?

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National Insurance Number:

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RSWCO/BANK/0117

## **Section 2   Education and Training**

Please use this section to provide details of your education history, any qualifications attained, membership of any relevant professional bodies, and any additional training which you feel is relevant to support your application. Please note that proof of qualifications and/or membership of professional bodies may need to be produced.

General and Further Education subjects studied: <i>(e.g. GCSE / O Level / A Level / Degrees / Diplomas)</i>	Qualifications, Results and Year Obtained:

Please give details of any training courses attended, which are relevant to your application.

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Please give details of any technical or professional organisations to which you belong.

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### **Section 3    Employment History**

Please give details of all the jobs you have held, including an explanation of any periods when you were unavailable for work, or were undertaking voluntary work. Please start with your current or most recent employer.

**Your current (or most recent) employment**

Employer	Position held	Main duties and responsibilities	Dates of employment
			<p><b>Current salary &amp; benefits</b></p>

**Your previous employment & experience**

*Start with the job before your current job and work backwards*

Employer	Position held	Main duties and responsibilities	Dates of employment and reasons for leaving the post

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## **Section 4 Meeting the Person Specification Criteria within Role Profile**

Please use this section to provide clear, concise, and demonstrable evidence of how you meet the essential and desirable criteria, as detailed on the Role Profile. This section will be used for shortlisting purposes, and it is therefore essential that you complete this section fully and thoroughly.

### **Applicants must adhere to the following:**

- Clearly list all essential criteria, and any applicable desirable criteria, followed by an explanation of how you meet that particular criterion.
- Provide concise and easy to follow explanations to demonstrate how you meet each particular criterion. **(NB: See example below )**
- You must use your own judgement as to how you complete the sections relevant to the role you are applying for to demonstrate your skills and experience. For example, certain criteria may require you to provide more detailed evidence than others.

**Essential Criteria 1:**  
**“Manual Handling Level 2”**

- I attained a Manual Handling Certificate in June 2016.

- Bullet points are acceptable, and any non-relevant details should be omitted.
- Applicants will not be penalised if the full space provided is not utilised. Therefore, you do not have to use all 2 pages if there is no requirement for you to do so.
- You must not go beyond the space provided in this section (*i.e. 2 pages*) to provide evidence of your experience, competencies and knowledge.

**Please note that failure to comply with the instructions above, and/or failure to provide evidence of required essential criteria will result in your application being invalidated.**







## **Section 5    Additional Information in Support of Your Application**

Please tell us why you have applied for this position, and what you could bring to the role to add value to the Organisation.

Please provide detail of any further information which you feel is relevant to your application for this position. (e.g. experience of volunteering etc).



**Section 6    Other Information**

**Disability Discrimination Act**

A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.” (*Disability Discrimination Act 1995*)

Do you, in accordance with the above, have a disability?

Yes                       No

If yes, please state nature of disability: \_\_\_\_\_

Do you require any special arrangements to be made to support and assist you if called for interview?

## **Criminal Convictions**

Due to the nature of the work environment, certain roles within CAN will require the post-holder to undertake a confidential Access NI Background Check, where the post is a regulated position as defined by the Safeguarding Vulnerable Groups Act 2006 and Safeguarding Vulnerable Groups (NI) Order 2007 and also falls within the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979.

Therefore, you are required to answer the following question. Please note that only relevant and unspent convictions and other information will be taken into account, and therefore disclosure will not necessarily prevent you from obtaining this position.

**A criminal record will not necessarily be a bar to obtaining a position.**

**A copy of the AccessNI Code of Practice can be obtained on request from the Office Manager at CAN.**

**Do you have any convictions, cautions, reprimands or final warnings that are "unspent" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**

*(Note: If "Yes", please provide full details)*

## Section 7   Referees

Please state the names and addresses of two referees of whom confidential enquiries will be made as to your skills, experience and work performance. (Both should be familiar with your work, and at least one should be your present or most recent employer. Neither referee should be a relative.)

	<u>Referee 1</u>	<u>Referee 2</u>
<b>Name:</b>		
<b>Relationship to you:</b>		
<b>Position held:</b>		
<b>Company Name and Address (including postcode)</b>		
<b>Telephone No:</b>		
<b>Email Address:</b>		
<b>May we contact this person prior to interview? (Please tick the appropriate box)</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>Yes</b>
	<input type="checkbox"/> <b>No. This person may not be contacted unless a job offer has been made</b>	<input type="checkbox"/> <b>No. This person may not be contacted unless a job offer has been made</b>

How much notice are you required to give your current employer?

Do you have any pre-booked holiday arrangements which the Organisation needs to be aware of in respect of your availability?

## **Section 8    Declaration and Signature**

### **Data Protection Act**

I understand that the data contained in this application form and the “sensitive personal data” on the monitoring form will be retained on file and may be processed by the Company for use in connection with this application for employment, any subsequent employment with the Company, or to comply with any requirement of statutory legislation in order for the Company to comply with its legal obligations, and I hereby agree to any such processing by the Company. The Company agrees to ensure that I am safeguarded against the possible misuse of any personal information about me that is kept on file by strictly controlling access and use. Such access and use will be in compliance with the Data Protection legislation and will be on a “need to know” basis only.

### **Declaration**

- I confirm that, to the best of my knowledge and belief, the information I have provided is true and complete. I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn if I withhold relevant details or give false information.
- I agree that, should I be successful in this application, I will consent to an application for disclosure of criminal convictions, if it is required for the role.
- I understand that my application, any job offer made, and any subsequent employment with the Company may be withdrawn in the event of unsatisfactory references and/or Access NI background checks.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**CANVASSING WILL DISQUALIFY**

**CAN IS AN EQUAL OPPORTUNITIES EMPLOYER**  
*We therefore welcome applications from all sections of the community*

**PLEASE NOTE APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.**