

**Candidate Guidance Notes**

Prior to completing the applications form we recommend that you familiarise yourself with the contents of this guide, which includes:

**Section 1 About Orchardville**

**Section 2 Our Services**

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**SECTION 1 ABOUT ORCHARDVILLE**

Orchardville is a registered charity under the Charity Commission for Northern Ireland. We have been supporting people with Learning Disabilities and / or Autism in employment in Belfast for over 35 years. Founded in 1982 by a group of parents and carers who sought a more challenging alternative to Day Centres, Orchardville has continued to grow geographically and the services offered have developed and expanded substantially over the years.

*Our Mission*

Orchardville is committed to be the leading provider of opportunities to **EQUIP** people with a Learning Disability or Autism to achieve their individual ambitions.

*Our Vision*

To achieve an inclusive society where equal opportunities are enjoyed by everyone.

*Our Values*

We aim to deliver our mission by living and upholding our values of **EQUIP**:



**SECTION 2 OUR SERVICES**

Initially limited to the Belfast area, Orchardville services have been expanded throughout Lisburn, Bangor, North Down and the North-West areas, thanks to funding awarded by the European Social Fund, local government departments and some Health and Social Care Trusts, in addition to self-generated income. The services that we offer are provided under three main themes – Employment & Progression, Community Inclusion & Progression and Social Enterprise.

**EMPLOYMENT & PROGRESSION**

***Employment & Progression Service (Ignite2)***

Ignite2 supports people aged 16 – 65 to prepare for work, live a more independent life and to secure and maintain a job which is right for them. We offer various accredited training programmes and opportunities for work placement in out internal social enterprise hubs, or with employers in the public, private and voluntary sectors.

***Workable (NI)***

Workable (NI) provides ongoing support and guidance to Service Users who work more than 10 hours per week. The support includes advising employers on reasonable adjustments and delivering disability awareness training. Employment staff also job coach and mentor employees to ensure they retain their job and progress within the workplace.

**COMMUNITY INCLUSION & PROGRESSION**

***Transitions***

We support school leavers aged 16 – 19 to travel independently, manage their money and job sample with various employers. The service allows young people and their families to make important decisions about what to do when they leave school, with options including Further Education, training and employment.

***TAP2***

TAP2 provides extra support to Service Users ages 18 – 30 who have left full-time education but who require some extra time and support to progress onto the main employment programme. It encourages the development of independence and employability skills through training and accessing local services.

***Community Living and Support Programme (CLASP)***

The CLASP service encourages Service Users to be more involved in their local community and supports them to create lasting friendships, offering isolated individuals an opportunity to develop social skills and creating fun and exciting opportunities.

***Project Fusion***

Project Fusion (as part of the Personal Youth Development Programme) works with young people aged 16 – 25 years who are classed as marginalised or most at risk. The programme focuses on building leadership, developing employability, peace building and community development. This role will require the successful engagement of young people most at risk and marginalised aged 16-25 years.

***Orchardville Grows***

Orchardville Grows is a horticulture project in Bangor that allows Service Users to develop their skills and knowledge around food production, seasonal options and how to care for fruit and vegetable allotments. All food produced is sold at local markets.

**SOCIAL ENTERPRISE**

Orchardville facilitates a number of social enterprise initiatives as a platform for employability skills to be obtained. Such initiatives include:

***Orchard Business Centres, Belfast & Bangor***

Our business centres provide a variety of services including mailshots, digital printing, t-shirt and canvas printing. Around 12 Service Users will be on-site at any one time and will be involved in each live job that comes through our doors. Each job is treated as a training opportunity for our Service Users and can be anything from creasing a printed card to assembling magnets.

***Orchard Crafts***

Orchard Crafts is our mini-enterprise project, providing places for approximately 20 Service Users. At Orchard Crafts we make a variety of items including repurposing old frames and other decorative items, as well as making Christmas decorations which are then sold in Starbucks Coffee shops all over Northern Ireland during November and December.

***Orchardville @ Coca-Cola***

We have a contractual arrangement with Coca-Cola to provide a range of services and activities at the Coca-Cola Hellenic site in Lisburn, including pallet sorting, manufacturing unit repairs, cooler filling, warehouse cleaning, external litter picking and general maintenance. Our facility at Coca-Cola provides both paid employment and unpaid work placements to Service Users.

***Orchard Cafe***

Orchard Café celebrates the culture and food of East Belfast and is famous for it’s Titanic Fry! We offer a selection of local breads and cakes along with daily lunch specials which compliment other dishes. Within the café environment, Service Users are provided with opportunities to develop social, customer service and catering skills.

***Orchard @ The Grove Cafe***

Orchardville has partnered will GLL on this brand-new social enterprise in North Belfast. The café delivers a variety of delicious menu options using only high-quality local ingredients and will help us to raise awareness of learning disability and autism while creating meaningful activity and skills development for participants.

**SECTION 3 ORGANISATIONAL STRUCTURE**

Orchardville employs approximately 90 staff across 8 locations. The Chief Executive leads our Senior Management Team (SMT) who are responsible for services in the areas of Employment, Social Economy and Community Provision. Orchardville is governed by a Board of Directors.

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| **Office & Training Hubs** | Orchardville (Head Office & Business Centre)  144 – 152 Ravenhill Road  Belfast  BT6 8ED | Orchardville (Bangor)  159 Belfast Road  Bangor  BT20 3PP |
| Orchardville (Lisburn)  Wallace Studios  25 Wallace Avenue  Lisburn  BT27 4AE | Orchardville (Derry / Londonderry)  58 Strand Road  Derry / Londonderry  BT48 7AJ |
| Orchardville Grows  Balloo Training & Resource  94 Newtownards Road  Bangor  BT19 1XZ |  |
|  |  |  |
| **Social Enterprise Hubs** | Orchard Café  395 – 405 Newtownards Road  Belfast  BT4 1RH | Orchardville @ Coca-Cola  Coca-Cola HBC Northern Ireland  12 Lissue Road  Lisburn  BT28 2SZ |
| Orchard @ The Grove Café  Grove Well-being Centre  120 York Road  Belfast  BT15 3HF |  |

**SECTION 4 WHY WORK FOR ORCHARDVILLE?**

*To make a difference….*

Working at Orchardville is so much more than just a job. Our amazing staff and volunteers make a difference to the lives of hundreds of people with Learning Disability and / or Autism every year. We recruit over a wide variety of areas, including:

* Employment and work placement support
* Transitions Services
* Vocational Mentoring (in a variety of areas which include office, horticulture, catering, production and crafts among others!)
* Community Inclusion

Here are Orchardville, our focus is to support and develop our Service Users and therefore the majority of our workforce is made up of people in the areas above. However, if you want to work for Orchardville, but don’t think the above roles are right for you we also provide opportunities to indirectly support what we do through Finance, HR and Admin roles.

*To make the most of both your career, and your life outside of work….*

At Orchardville, we value Employee well-being and work-life balance. We offer many family friendly policies and employee benefits. We promote well-being and have a positive work-life balance within a supportive working environment.

As we continue to expand both in numbers and geographically, there are regular opportunities for promotion and other internal job moves.

*For the perks….*

At Orchardville we value our employees and strongly believe that employee contribution should be recognised.

**SECTION 5 EMPLOYEE RECOGNITION & REWARD**

Our staff are the key to the continued success of Orchardville and we want to make sure they are rewarded accordingly. As part of this commitment we provide a number of reward and recognition initiatives, including:

*Generous holiday entitlement* starting at a minimum of 35 days (including statutory holidays) for non-management positions

*Additional paid leave options* including Family Emergency Leave, Compassionate Leave, Bereavement Leave, Wedding & Civil Ceremony Leave

*Generous pension scheme*: an 8% pension scheme will be available for all employees who meet the qualifying criteria (7% employer contribution and 1% employee contribution)

*Death in service benefit* for all members if our pension scheme equating to 2 x your annual salary in the event of death while employed by us.

*Flexible Working Options* including flexi-time (location dependant) and Time off in Lieu (TOIL)

*Employee well-being initiatives* including annual health screening, lunchtime walking groups, paid hospital appointments.

*Employee Benefit Scheme* which includes 24/7 GP and counsellor access, high street discounts, health cash plan and much more

10% *Employee Discount* at our Café’s and Social Enterprises

*Enhanced Sick Pay Scheme* starting at 1 week fully paid sick leave after 6 months service, rising to 6 months full pay followed by 6 months half pay after 5 years’ service.

*Enhanced Maternity & Paternity Pay Scheme* after 2 years’ service

*Funded learning and development activities* including paid study leave and exam funding

Details on our full benefits package (including our *service recognition* and *employee recognition* and *suggestion schemes*, can be found in our Reward and Recognition policy)

**SECTION 6 THE RECRUITMENT PROCESS**

**Submitting your application**

Before completing your application, please ensure that you have read and considered all relevant documentation:

* Job Description: Provides and overview of the main purpose of the job and a summary of responsibilities and personal duties
* Personnel Specification: Includes the essential criteria that you must possess in order to be eligible to apply for the job including qualifications, experience, knowledge, skills and personal qualities. Desirable criteria will be applied if a large number of applications are received for particular post. You will only be short-listed to the next stage of the selection process if the information you have provided in your application from clearly demonstrates that you meet the criteria.

Completed applications should be **submitted prior to the closing date** and should include:

* Application Form
* Candidates wishing to apply for these roles must do so by using the designated application form. CV’s will not be accepted.
* Application forms should not be reformatted or amended.
* All applications should be completed in typescript or using black ink.
* Only information provided on your application form will be used for shortlisting. Candidates should ensure that they fully demonstrate how they meet the criteria, failure to do so may result in the panel being unable to shortlist your application.
* Please note on your application if you require any reasonable adjustments to enable you to attend interview. Details of any disability are only used for this purpose and do not form part of the selection process.
* Equal Opportunities Monitoring Questionnaire
* Orchardville monitors applications for employment in terms of community background and gender. The use and confidentiality of community background information is protected by the Fair Employment and Treatment (Northern Ireland) Order 1998. It will only be used for monitoring, investigations or proceedings under the requirements of the above legislation.
* We do not discriminate against job applications or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

Responsibility for ensuring that applications are fully completed, legible and received before the closing date rests with the candidate. Incomplete, illegible or late applications will not be considered. Orchardville take no responsibility for lost or late applications, including those delayed by postal service / technical difficulties etc.

All completed application forms should be emailed to [anne.carmichael@orchardville.com](mailto:anne.carmichael@orchardville.com). Alternatively, paper copies must be posted or hand-delivered to Orchardville, 144 – 15 Ravenhill Road, Belfast, BT6 8ED.

**Shortlisting – Essential Criteria**

After the closing date, the first stage in the selection process will be to conduct a sift of completed application forms against the eligibility criteria. You must demonstrate on the relevant page of the application form how you meet the criteria stated. If you do not fully demonstrate how you meet each of the eligibility criteria you will not be progressed to the next stage of the process. You will be notified of the outcome of this stage by email or letter (dependant on how your application was submitted).

**Shortlisting – Desirable Criteria**

If further shortlisting is required, an additional sift will be conducted against the desirable criteria. In the event of a large volume of applicants, Orchardville reserves the right to enhance the shortlisting criteria.

**Interview**

Following shortlisting, it is intended that the selection process will involve an interview against the key skills for the role. Panels may test any aspect of either the essential or desirable criteria, or both. Additional stages to the selection process (i.e. second interviews, presentations or psychometric assessments) may

be required. You will be notified of the outcome of this stage by email or letter (dependant on how your application was submitted).

In the event of a candidate not being able to attend a scheduled interview date, Orchardville will, where possible, attempt to accommodate candidates with an alternative date. However, should no further dates be available, regrettably we may be unable to reschedule.

**Feedback to candidates**

Orchardville is committed to personal and career development and therefore, where requested, feedback will be given to unsuccessful candidates at each stage of the recruitment cycle. Feedback may be requested verbally or in writing and will be facilitated by HR. Orchardville reserves the right to use reserve lists to fill similar suitable vacancies within 6 months of the competition.

**SECTION 7 PRIVACY NOTICE (JOB APPLICANTS)**

Orchardville is committed to ensuring the protection and privacy of all personal data that we process. In accordance with The General Data Protection (GDPR) Regulations (2018), data processing will be conducted effectively, lawfully and appropriately throughout the recruitment process and any subsequent employment with us.

**What data will we process, and why?**

This Privacy Notice describes how Orchardville handles the personal data you provide in your application form and as part of the recruitment process, for example:

* Name and contact details
* National Insurance Number
* Employment and educational history
* Current and historical salary details
* Names and contact details of employment references

Your data will only be used to facilitate the selection process and in connection with any subsequent employment. For example, we will use the data you provide to:

* Assess your application for employment against the required criteria for the role
* Communicate with you as necessary throughout the recruitment process
* Verify your information by way of reference checks (successful candidates only)
* Provide statistical reports to the Equality Commission, Northern Ireland

**Who will have access to your data?**

The data you provide will be processed by the recruitment panel and selected HR staff only. Data provided on the Fair Employment Monitoring form will be processed by selected HR staff only and will not be viewed by the recruitment panel. Monitoring data will be shared with the Equality Commission in the form of Annual Monitoring and Article 55 reports.

Successful applicants will be asked to provide additional data for the purposes of completing AccessNI checks. This data will be processed by our AccessNI Signatory only and will be shared with AccessNI.

**How long will we retain your data for?**

In line with our Record Retention Policy, application forms, interview notes and any other data supplied by unsuccessful candidates throughout the recruitment process will be retained for 1 year after the recruitment exercise ends. Data provided by successful candidates will become part of your employment record and will be used for the purposes defined in our Employee Privacy Notice, a copy of which will be provided to you as necessary.

Occasionally, we may offer unsuccessful applicants a place on our ‘reserve list’. This means that we may retain and use your application data to consider you for similar positions for a maximum period of 6 months. In the event of a reserve offer being given, you will be notified in writing.

**What if I don’t want to provide certain data?**

Providing your application data is voluntary. If you for any reason choose not to provide data, our ability to consider you as a candidate may be limited.

**How will we store and ensure the security of your data?**

We take the security and storage of your personal data very seriously and take every precaution to ensure that it is safe with us. The information that you provide to us will be stored securely on our server, and any hard copies will be held in securely locked cabinets.

**What are your rights?**

You have a right to:

* Request access to the data that we hold, and if necessary, to require corrections.
* Request erasure of the data that we hold
* Request restricted processing or object to processing
* Request data portability (in certain circumstances only)
* Withdraw consent at any time (providing withdrawal does not affect the lawfulness of the processing before your consent was withdrawn)
* Lodge a complaint to the Information Commissioners Office (ICO) if you believe that we have not complied with the requirements of GDPR with regard to your personal data.
* If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

If you have any concerns as to how your data is processed, you can contact the Data Protection Officer as below:

**Name:** Louise Macrory

**Contact:** 028 9073 2326 (ext. 227)

**Email:** [louise.macrory@orchardville.com](mailto:louise.macrory@orchardville.com)

**SECTION 8 TERMS OF APPOINTMENT**

Information about salary, pension, holiday entitlement, working hours and place of work will be detailed in the job description. Should you be appointed, your offer of employment will be subject to the following:

Probationary Period

Successful candidates will be subject to a 6-month probationary period in the role, during which performance will be regularly reviewed. Candidates who successfully complete their probationary period will have their employment confirmed in writing. Orchardville reserves the right to extend your probationary

period for such further period or periods as it considers reasonably necessary to assess your performance further.

Access NI

Successful candidates must complete an Access NI check prior to commencement of employment. This will normally involve obtaining an Enhanced Disclosure Certificate and will be paid for by Orchardville. For roles that require only a Basic Disclosure Certificate, candidates will be required to pay the associated fee

(currently £26) however this will be reimbursed by Orchardville. Successful candidates will be given further details on how to do this once appointed.

Reference Checks

All offers will be subject to the receipt of two references, one of which should be from your current / most recent employer.

Documented evidence of Qualifications

Successful candidates will be required to provide copies of certificates for all relevant qualifications or training noted on the application form or discussed throughout the recruitment process.

Pre-Employment Medical Questionnaire

Successful candidates will be required to complete a short pre-employment medical questionnaire.

Car Insurance

Many of our roles require travel to other Orchardville locations and external stakeholders, as well as the occasional transport of Service Users and therefore successful candidates ***must*** have or be prepared to arrange “Business Use” or other suitable car insurance to fulfil the duties of this role. Successful candidates will be expected to check with their insurers (at their own cost) that the appropriate type of insurance is held.