

**Centre for Independent Living NI**

**Independent Living Advisor**

(Omagh)

Recruitment Information Pack

June 2023

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**1. Chief Executive’s introduction**

Thank you for your interest in joining the team at the Centre for Independent Living NI (CILNI). CILNI is an organisation supporting disabled people in their independent living choices and in particular provides a range of services for people using or considering using Direct Payments / Self Directed Support.

We are currently seeking an Independent Living Adviser to join our advice team for a fixed term contract for maternity cover (12 months with a possibility for extension) at our Omagh office, to assist individual disabled people to set up and maintain flexible independent living packages. Our Independent Living team, which works out of four offices across Northern Ireland, supports those wishing to access Direct Payments and Self Directed Support. The advice and support provided covers issues relating to managing personal budgets, the recruitment and management of personal assistants, community care, support planning and engaging with professional agencies.

In addition to the independent information and advice service, CILNI operates a payroll service for over 2,600 clients who employ their own personal assistants.

If you like the sound of this challenge and have the credentials and self-confidence to rise to it, then we’d love to hear from you. We would especially encourage applications from disabled people.

Come and be part of something exciting.

Best wishes

Bryan Myles

Chief Executive

**2. About the Centre for Independent Living NI**

We aim to promote choice, control and independence for disabled people.

Our long-term vision remains to live in a world where disability is not a disadvantage.

Our mission is to empower disabled people to live independently in an inclusive society through delivering quality services and campaigning for change.

Our five values how we work

*1. We put people first*

*2. We prioritise independent living*

*3. We lead with authority and responsibility*

*4. We think big*

CILNI in numbers

* We have been operating for over 20 years
* We dealt with over 9,000 enquiries to our information and advice service in 2021/2022
* We have over 2,600 payroll service users
* We are governed by a Board of 8 members selected from the CILNI membership
* We employ 40 staff across Northern Ireland
* We have four offices; our head office in Belfast with other offices in Newry, Omagh and Magherafelt
* Our annual income in 2021/2022 was approximately £1,000,000

**3. Job description**

**Role: Independent Living Adviser (Maternity Cover)**

**Accountable to**: ILS Manager

**Annual Leave**: 20 days per year plus public holidays

**Salary:**  £22,119 - £24,179 pro rata

**Hours;** 21

**Location**: Omagh

**Job Purpose**

1. Provide empowering information, advice and support services to promote independent living by disabled people, regardless of age or impairment, and specifically in respect of Self Directed Support, Direct Payments and Independent Living Fund.
2. Deliver a comprehensive service to disabled people and their support networks who wish to take on the management of their own Personal Assistants. Ensuring they have the necessary information, links with other support organisations, skills and training to become effective employers.
3. Work with clients, individually (which will at times require home visits) and in groups, in their endeavours to achieve maximum independent living options.
4. Contribute to the work of the staff team in the development of Centre for Independent Living NI.

**Main Responsibilities:**

1. To provide general information and advice to Self-Directed Support/Direct Payment users and potential users on their responsibilities under the Direct Payments scheme.
2. Assist clients through the process of recruiting their own support staff.
3. Provide support and guidance for clients as they deal with the day-to-day management of their support staff and refer on to specialist agencies when required.
4. Where appropriate, explain the work of and what should be considered when choosing a payroll service to enable them to comply with HMRC and pension regulations. Alternatively, refer on to other forms of support available that will enable them to meet their legal obligations.
5. Support clients to follow guidance provided by specialist organisations when they are dealing with disciplinary, grievance, dismissal and redundancy issues.
6. Work closely with HSC Trust or Independent Living Fund staff in relation to setting up or closing down of Direct Payment or Independent Living Fund arrangements
* Using the CILNI database, maintain detailed records of advice given and produce progress reports as required.
1. To promote awareness of the concept of independent living and represent service user views and requirements when attending meetings on behalf of the organisation.
2. Provide advocacy for individual disabled people and their support network as required.
* To network with other organisations committed to similar aims.
* To facilitate the establishment of local Direct Payment user networks.
* Provide advice on the financial management of Personal Budgets (Direct Payments).
* To acquire and maintain knowledge to fulfil the role through continuous personal development.
* To contribute to the development of Centre for Independent Living NI.
1. To carry out other duties considered mutually reasonable by the post holder and Independent Living Services Manager.

This job description is intended to give a general outline of the main duties of the post. The post holder will develop a more detailed individual work plan in line with the organisation’s overall Operational Plan and specific objectives and targets contained in the Service Agreement with the Department of Health.

**Person Specification**

While substantial training will be provided, this role requires most, if not all, of the following and/or the potential to acquire the relevant experience and skills. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

**Educational and/or Professional Attainment**

1. GCSE Maths and English or equivalent
2. While no specific qualifications are required - any relating to Advisory Work, Administration, Training/Teaching, Human Resources, Social Care Policy, Financial Management and Independent Advocacy will be an advantage.

**Acquired Knowledge**

The successful candidate should be able to demonstrate experience or understanding of some or all of the following:

1. Independent Living Movement and Social Model of Disability
2. Policies, legislation and services for disabled people
3. NI social care structures
4. Direct Payments – Self-Directed Support / Individual budgets
5. Employment issues related to Direct Payments

**Experience**

* 3 years’ experience in the last 10 years working with the challenges faced by disabled people and carers
* significant experience in at least two of the following areas –
* Providing information/advice
* Administration
* Human Resources
* Financial management
* Advocacy and work with user groups

**Personal Attributes and Skills**

The successful candidate must have and be able to demonstrate the following personal qualities and skills:

1. Personal experience of disability
2. Excellent administrative and organisations skills
3. Good word processing skills and ability to input data at a minimum of 40 words per minute
4. High standards in communication skills -
* ability to patiently explain detailed and complex information to individuals who may tire easily or become confused
* able to reassure and respond positively to frustrated clients
1. Good literacy skills - ability to keep detailed records and write short reports when required
2. Excellent numeracy skills and ability to use Excel Spreadsheets
3. Ability to work under pressure and exercise good time management skills
4. Able to work on own initiative as well as part of a team
5. Ability to network and work in partnership with other agencies
6. Able to work flexibly
7. Full driving licence and access to a car

Disabled people who are unable to hold a licence should be able to demonstrate how they will meet the mobility requirements of the job.

**5. Summary terms of appointment**

**Contract Type**

This is a fixed term position to cover maternity leave.

**Location**

CILNI’s offices in Omagh. There will be a requirement to travel throughout the region.

**Contracted Hours**

21 hours per week, excluding lunch breaks. Office opening hours are 9am - 5pm.

**Salary**

£22,119 - £24,179 pro rata, depending on experience and qualifications

**Pay date**

By the 3rd last working day of each month.

**Pension**

The employer’s pension contribution is three per cent of annual salary

**Summary of Benefits**

* Flexible working policy (Hybrid-working, reduced hours)
* 20 days paid leave per annum and 1 extra day per year of service up to a maximum of 25 days (Pro-rata for those working less than 35 hrs per week)
* 11 days paid bank holiday leave per annum (Pro-rata)
* Enhanced Occupational sick pay scheme
* Contributory Pension Scheme
* Mileage Allowance at the prevailing HMRC rate
* Employer funded health policy
* Free on-site car parking

**Disability**

CILNI is an Equal Opportunities Employer and all applications. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for the interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

**6. Application Process**

**Tips on Completing the Application Form**

* Make it easy for us!  When we read your application we are looking for evidence that you have the skills and experience listed in the **person** **specification**.  We read your application carefully but it makes it much easier for us if you set out your evidence as clearly as you can in the supporting statement section of the application form.  You can do this by taking each element of the person specification and providing a few sentences under each to explain how you meet that particular requirement.
* Spell it out.  If you say for example that you have been a training co-ordinator we cannot assume you have the skills to deliver training.  You might have booked people onto the course.  You need to say that you have delivered particular training courses to whom and in what circumstances.
* Give evidence rather than assertions.  A statement “I am a great communicator” is not evidence.  The following statement is better: “When I was working at [job] I had to explain [subject] clearly and simply to clients.  Client feedback showed that they understood what I told them and valued my style”.   That way we can see more clearly what you think good communication is and how you know you are a good communicator.

**Application Form**

If you would like to apply for this position please note the following information.

* Application forms will only be considered if they are word processed.
* Handwritten application forms will not be accepted.
* All sections of the application form must be completed in full and all information which is sought must be provided.
* Application forms received after the closing date will not be considered.
* CV’s will not be accepted.
* Canvassing will disqualify.
* Evidence of educational and professional qualifications will be examined prior to appointment. If any of your qualifications are ‘equivalent to’ those stated on the Person Specification please provide evidence to show that your qualification is equivalent (i.e. examining body confirmation).
* Completed application forms should be submitted to **vivienne@cilni.org** or to the CILNI office in Belfast. Contact details are on the front page of the Information Pack. If returning applications by email typing your name in place of the signature is acceptable.

**Reference Checks**

 All offers of employment are subject to receipt of 2 satisfactory references from referees who can comment on your work ability. One referee should be your current or most recent employer.

**Equal Opportunities Monitoring Form**

Please return the Equal Opportunities Monitoring Form with your application.

We request this information to help us promote equality of opportunity in employment for all job applicants, regardless of sex, marital status, disability, community background or ethnic origin.

Our recruitment policy operates on the merit principle, i.e. we select the best person for the job. Only the job application form is considered by our recruitment panel, who shortlist and interview for vacancies. The monitoring questionnaire is retained for compiling statistical information.

**Vetting**

Please return the Criminal Records Check Consent Form with your application. The successful applicant may be required to complete an Access NI check prior to the confirmation of appointment. Please be advised that the Centre for Independent Living NI adheres to the Access NI Code of Practice.

**Interview Process**

* Closing date for applications is **Friday 16th June 2023 at 5.00pm**

Candidates invited to interview should let us know immediately if they have any special requirements.