



## Candidate Information Pack

*Opportunity • Choice • Inclusion*

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# Contents

| Content                                       | Page No |
|-----------------------------------------------|---------|
| Foreword from CEO                             | 3       |
| Our Vision, Mission & Values                  | 4       |
| Strategic Plan & Structure                    | 5       |
| Our Impact in 23/24                           | 6       |
| Values Competency                             | 8       |
| Guidance Notes on Completing Your Application | 9       |

# Foreword from CEO



Dear Applicant,

Thank you for expressing your interest in The Cedar Foundation. We are a leading organisation in the third sector, providing support and services to people with disability, autism and brain injury to live the lives they choose. We are proud of our status as an Investors in People Platinum organisation, and of our track record as an EFQM award winning organisation that; "Leads with Vision, Inspiration and Integrity."

Cedar plays an important role in influencing and shaping the development of disability support services in Northern Ireland and has well developed links with a range of innovative local, national and international partner organisations. We operate across Northern Ireland from a range of locations and our dedicated staff team of over 600 people is committed to working in partnership with our service users in the design, development and review of services. You can find out more about our history and services on our website.

If you share a commitment to the Vision, Mission and Values of Cedar, and have the skills and experience outlined in the advertised role, we want to hear from you!

This pack is designed as a supportive tool and includes relevant information relating to our organisation and the selection process.

We look forward to receiving your application.

*Elaine Armstrong*

**Chief Executive Officer**

# Our Vision, Mission and Values

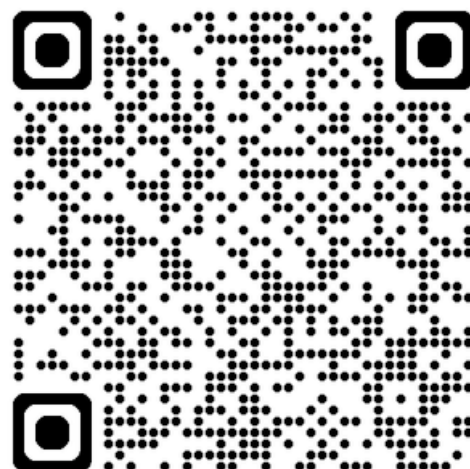
*An inclusive  
society for all!*

**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.

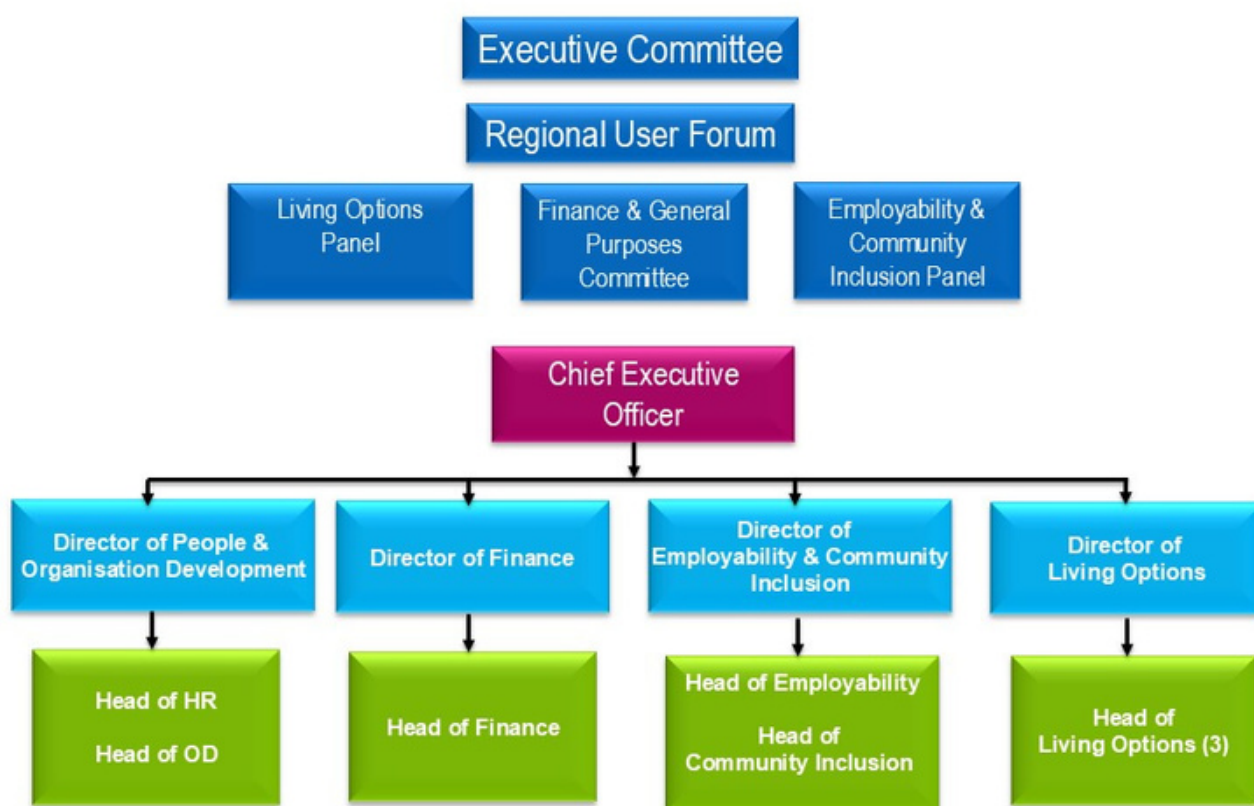
| C                                                                                                                                                                          | E                                                                                                                                                                                        | D                                                                                                                                               | A                                                                                                                                                                                                                    | R                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collaboration                                                                                                                                                              | Equality                                                                                                                                                                                 | Dignity                                                                                                                                         | Achievement                                                                                                                                                                                                          | Resilience                                                                                                                                                                                                                                     |
| We are committed to ensuring our services are developed in partnership. We believe we work at our best in active collaboration with our service users, staff and partners. | We recognise the importance of a diverse and inclusive community and we will make certain that everyone has an equal opportunity to make a contribution and this contribution is valued. | We guarantee dignity is at the centre of high quality, person centred support and our services are delivered with respect, care and compassion. | We believe in ensuring that everyone involved within our organisation can achieve their full potential. Our ambition is to be recognised for our ability to deliver at an individual, team and organisational level. | We are an adaptable, forward thinking and resilient organisation that sees difficult situations as an opportunity. We promote creativity and innovation, supporting each other to have the individual and collective strength to achieve this. |

# Strategic Plan

Our Strategic Plan (2021 – 2026) was co-produced through engagement with our service users, staff and Executive Committee to ensure that our work priorities are relevant and aligned to need. It sets out a clear vision for our future and guides us in everything we do. Our Vision of an inclusive society for all and our Mission to support individuals and families living with disability, autism and brain injury to live the lives they choose, will underpin every aspect of our work. Scan or click on the QR Code to read out current plan.



## Organisational Structure



# Impact 2023/24

We supported

**2,888**

children and adults living  
with disability, autism or  
brain injury to live the lives  
they choose

**99%**

of our service users were happy  
with their service\*

**2,009**

supported to work,  
learn, connect in their  
own communities



**181**

people with disability  
supported to live in  
homes of their choice



**698**

supported to maintain  
their tenancy and live in  
their own home



*Cedar is like an anchor in  
the storm, it is wonderful to  
know that the service is  
there for me.*

*Before my support worker  
became involved, I was  
extremely detached,  
anxious and lonely.*

# What We Achieved\*

## Live

**100%**

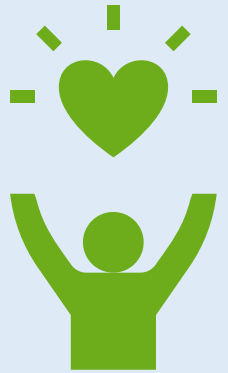
Residents / tenants reported they were happy with their care and support

**179**

Individuals and families supported through respite/short breaks

**89%**

Service Users made progression in their housing support goals



## Connect



**69%**

Increased knowledge of activities in their local area

**74%**

Autistic young people and adults reported improved relationships with others

**292**

Activities for young people to make friends and have fun

**112,787**

Hours of community-based day opportunity activity for adults

## Learn & Work

**90%**

Young people in Transitions reported having the right supports to achieve their best

**156**

Participants moving to further education and training

**102**

Participants supported to secure and/or sustain jobs

**95%**

Individuals reporting they had gained new skills and experience for work



## Influence



**51**

User Forum members trained & sitting on interview panels

**14**

Consultations responded to by User Forum

**41**

Volunteers supporting our work

**497**

Individuals completed disability awareness sessions

# Values Competency

All candidate will be assessed at interview against our values.

| Values Competency                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Value                                                                                                  | Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|  <b>Collaboration</b> | <ul style="list-style-type: none"> <li>• I work well with others and value everyone's contribution.</li> <li>• I work as part of a team looking for opportunities to support and help people in both my own and other teams.</li> <li>• I seek feedback to continuously improve how I work.</li> <li>• I actively engage people in things that affect them.</li> <li>• I promote a culture of collective leadership.</li> </ul>                                                                                               |
|  <b>Equality</b>      | <ul style="list-style-type: none"> <li>• I act in a fair and respectful way when dealing with others.</li> <li>• I actively listen to colleagues and others and am open to their ideas.</li> <li>• I apply fair and consistent standards in my dealings with others.</li> <li>• I am aware of and comply with Equality, Diversity &amp; Inclusion policies.</li> </ul>                                                                                                                                                        |
|  <b>Dignity</b>      | <ul style="list-style-type: none"> <li>• I take account of the impact of my own behaviour on others.</li> <li>• I respect the views of others and can show mutual respect.</li> <li>• I act with appropriate empathy.</li> <li>• I learn from others by listening carefully to them.</li> </ul>                                                                                                                                                                                                                               |
|  <b>Achievement</b> | <ul style="list-style-type: none"> <li>• I am committed to best practice &amp; shared learning.</li> <li>• I take responsibility for my decisions and actions.</li> <li>• I identify opportunities to share knowledge &amp; learning with my team.</li> <li>• I actively encourage team working, changing ways of working to facilitate collaboration for the benefit of all.</li> </ul>                                                                                                                                      |
|  <b>Resilience</b>  | <ul style="list-style-type: none"> <li>• I understand and share the feelings of others.</li> <li>• I recognise my thoughts and emotions and manage them.</li> <li>• Being flexible and willing to adapt to change.</li> <li>• I take personal responsibility for my own performance.</li> <li>• I take ownership of problems and seek to deliver positive outcomes.</li> <li>• I am confident to challenge unacceptable behaviour &amp; practice.</li> <li>• I demonstrate perseverance during times of challenge.</li> </ul> |

## Guidance Notes on Completing Your Application

Please complete the online application process via the Cedar GetGot portal. To ensure an equitable recruitment process, CVs in lieu of the application form cannot be accepted.

The application process is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the shortlisting criteria. You should ensure that ALL sections of the application form are completed. When demonstrating how you meet each criteria, provide evidence of your experience, including job title, start & end dates / length of experience.

The panel shortlist against the essential criteria as detailed in the personnel specification. When shortlisting, the panel can only consider the information contained in the box provided for each of the criteria. They cannot make assumptions from other parts of the application form. All candidates must meet the essential criteria to be considered for interview. The panel can decide to apply the desirable criteria in situations where there is a high volume of candidates meeting the essential criteria. The Cedar Foundation reserve the right to use any of the desirable criteria.

### Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities and Criminal Convictions Disclosure sections of the application process. These forms will not be disclosed to anyone involved in shortlisting your application or the recruitment decision making process.

### Access NI (Criminal Conviction Check)

Where relevant to role, the successful candidate can be subject to an AccessNI check.

### Disability

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 our HR team [recruitment@cedar-foundation.org](mailto:recruitment@cedar-foundation.org) to discuss so that we can process your application fairly and to consider any specific reasonable adjustments for you during the recruitment process.

### References

Please ensure you provide details of two referees, one of whom must be your most recent employer. Referees will not be contacted until after the interview process.

## **Application Close Date**

The close date and time of the vacancy will be on the Job Advertisement.

Late applications will not be accepted. It is your responsibility to ensure that the completed application has been received by the closing date and time. Please be aware that as your application is being submitted online you should allow time to ensure, even if there are technical issues that your application is received on time.

## **Interview**

If you are shortlisted, you will receive an invite to interview to the email address you supplied on your application. Please ensure you check any junk filters.

Interviews can be held virtually or in person, relevant details will be contained in your invite correspondence. Candidates' are assessed against a number of value and competency based interview questions that directly link to the Job Description / Personnel Specification. In some circumstances the candidate may be asked to prepare a presentation or participate in an assessment centre.

## **Contact**

If you have any further questions regarding your application, please contact our recruitment team on [recruitment@cedar-foundation.org](mailto:recruitment@cedar-foundation.org).

***Thank you for your interest in The Cedar Foundation and we wish you success with your application!!***



## Head Office:

**The Cedar Foundation,  
1 Ravenhill Reach Close  
Ormeau Embankment  
Belfast BT6 8RB**

[communications@cedar-foundation.org](mailto:communications@cedar-foundation.org)

[www.cedar-foundation.org](http://www.cedar-foundation.org)

## Data Sources

\*Service user satisfaction is measured using Servqual, a standardised customer evaluation tool

\*Outcomes and impact data is gathered using iplanit and other internal information management systems

**Cedar is registered with The Charity  
Commission for Northern Ireland NIC101121**

**Come and say Hi!**

  @cedarfoundation

 @cedar-foundation

 @cedar\_ni