

Information for Candidates

Brain Injury Matters (NI) was established in 2013 to help rebuild the lives of children and adults living with Acquired Brain Injury (ABI) to enable them to reach their full potential in family and community life. Today we deliver a range of specialist services for those affected by ABI and their families across Northern Ireland.

A considerable number of people with ABI will have executive functioning impairments and experience a greatly reduced capacity to problem solve, plan, organise and make decisions. This can have a major impact on their ability to manage everyday living, educational, employment and inter-personal situations which many people take for granted.

Brain Injury Matters (NI) delivers age-appropriate, needs-led support services designed to minimise the impact of acquired brain injury on the person and their wider network and reduce the onset of secondary difficulties because of the initial injury or illness.

What makes us different is that we are the only organisation in Northern Ireland dedicated to supporting children, adults and their families, offering a range of programmes and activities from birth onwards.

Our programmes aim to help individuals achieve self-identified goals, promote age-appropriate independence and psychological adjustment, maximise social and educational engagement and improve overall well-being:

CHILDREN AND YOUTH SERVICE 0-18

The Children and Youth Service is designed and dedicated to empowering families to support children and young people who have sustained an acquired brain injury (ABI) throughout Northern Ireland.

We recognise that the whole family system is affected when a child or young person sustains an ABI. Our service works with the whole family unit.

ADULT SERVICES 18+

A range of community and centre-based services provides group-based health & wellbeing, sports, arts and educational activity for adults.

COUNSELLING & TRAINING SERVICES

A counselling service offers emotional support to individuals, carers and their families. A training service is available for organisations and professionals working in the field.

OUR VISION:

Living beyond Acquired Brain Injury

OUR MISSION:

To support, promote and empower all those affected by ABI

OUR VALUES: We will be guided and led by the following values

Respect: We will treat everyone with mutual respect and compassion

Integrity: We will work to the highest professional standards, consistently and with honesty.

Inclusion: We will strive to involve everyone in the design and delivery of our work

Guidance notes on completing your application form

- Please complete the application form provided, to ensure an equitable recruitment process. CVs in lieu of the application form cannot be accepted.
- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the short-listing criteria.
- You should ensure that ALL sections of the application form are completed.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria as this must be fully demonstrated in response. Brain Injury Matters will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly, your personal involvement in any experience you quote. Write "I" statements e.g., I planned meetings, I managed a budget, I prepared a presentation. It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

ACCESS NI (Criminal Conviction Checks)

The successful applicant will be subject to an Enhanced Access NI check. The successful applicant will not be able to commence employment until this check has been successfully completed.

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 the Corporate Services Manager so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Equal Opportunities

Brain Injury Matters (NI) is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Selection Process

The closing date for all applications is Monday 21st July 2025 at 9.am. It is the responsibility of the applicant to ensure that their details arrive on time. Interviews will be held on Monday 28th July 2025.

Candidates with a disability who require reasonable assistance will be facilitated upon request.

Application Process

Applicants must clearly and fully demonstrate on their application form how they meet the eligibility criteria. Applicants will be assessed and shortlisted on the basis of the information provided in their application forms. We may decide to interview only those applicants who appear, from the information they have provided on their application, to be most suitable in terms of relevant experience and ability.

It is essential therefore, that applicants fully describe within their application how they meet each of the selection criteria giving specific examples as appropriate. It is not appropriate simply to list the various posts which you have held. We will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.

References

Applicants are required to provide details of two employer referees, and one must be from the most recent employer. Referees will not be contacted until after the interview process. You should not seek as a referee anyone who is related to you.

Shortlist

Initial shortlisting will be applied against the essential criteria. This will involve assessing which candidates have best demonstrated how they meet each of the essential criteria. If a large number of applications are received, the desirable criteria may also be used at the discretion of Brain Injury

Matters. Brain Injury Matters also reserves the right to enhance the essential criteria for short listing purposes.

Those applicants who appear, on the basis of the information provided in their application forms, to best meet the criteria will be invited to interview. Due to limited resources in the charity please note that if you have not been contacted within 2 weeks of receipt of applications deadline, you have not been shortlisted on this occasion.

Thank you for your interest in the work of Brain Injury Matters (NI) and we look forward to receiving your application.