11 February 2019

Dear Colleague

Thank you for your interest in the role of **Service** **Administrator with a focus for H&S and Governance**

Please find attached a role outline which gives you more information about the post, including key deliverables, competencies and required knowledge, skills and experience, all of which should form the basis of your application. The application should demonstrate your suitability for this role.

The closing date for applications for this role is **11 March 2019 at 12 noon.** Please return your completed application forms, together with a covering letter to:

By email to recruitment@earlybreak.co.uk

In the subject box please include the title of the post you are applying for.

Or by post to:

Early Break

 Annara House

 7-11 Bury Road

 Radcliffe

 Manchester

 M26 2UG

Interviews will take place on **Friday 22 March 2019** only and you will be advised by phone and follow up letter of an interview time **only** if you have been successful.

If you have any further questions regarding this process please contact us on 0161 723 3880 or email recruitment@earlybreak.co.uk in the first instance.

Yours sincerely

L Bidwell

**Luke Bidwell**

Business Development Manager

**Employment Opportunities**

**Service** **Administrator with a focus for H&S and Governance**

**EB Salary Points Range Early Break Pay Spine EB 18 to 23**

**Starting at £17,099-£20,127**

You will:

* Be a skilled communicator
* Be able to work effectively within a team
* Have a good understanding of how to interpret legislation as it applies to H&S and Governance in the workplace
* Be prepared to work evenings and/or occasional weekends as required by the role
* Be willing to develop your understanding of the organisational ethos and working within a charity setting

Early Break is a medium sized charity and as such needs a strong, flexible support service. The role requires a can do attitude and an understanding that the role requires the holder to be able to work across a variety of tasks at pace.

You will be a reflective worker who engages in the opportunities to build on your practice that this role offers. You are someone who is organised in your administration. You will have a knowledge base of the environment of children and family services within the charity sector.

Application pack available for downloading from [www.earlybreak.co.uk](http://www.earlybreak.co.uk)

**Closing date for applications: 11 March 2019 12 noon**

**Interview date: Friday 22 March 2019**

**Early Break is committed to safeguarding children and vulnerable adults. It is the Company’s policy only to offer employment, or volunteering experiences to those who have a satisfactory and enhanced Disclosure and Barring Certificate (DBS).**

**At all times the Company reserves the right to refuse employment, or a volunteering role, within the Service, if it is not satisfied with issues that have been disclosed.**

**“Early Break is a young people and family charity that believes excellence at all points of delivery is a requirement. If you take pride in your work, are hardworking, want to be professionally challenged and are passionate to make a difference in the lives of others then our organisation could well suit you. We have a strong set of values determined by staff which we continuously work towards. It is our shared expectation our staff will be “professionally curious” both in their delivery and ongoing professional development.”**

 **Vicky Maloney, CEO**

Early Break is pleased to announce an opportunity in our Support Services Team.

|  |  |
| --- | --- |
| **Role Name** | **Service Administrator with a focus for H&S and Governance** |
| **Expectations of an EB worker**  | You will be a worker who is accountable and responsible within their own practice. You will make use of the strong support network this role offers. You will work at depth and support your colleagues to do the same as opportunities arise. You will be driven to offer an excellent service for all you encounter within the context of the role. You will be committed to ever improving your delivery and you will inspire others through your own success in the role. |
| **Key Focus/Role Purpose** | **To support the organisation infrastructure with a focus on the service compliancy and horizon scanning for H& S and Governance as well as day to day front of house duties**  |
| **Role Size** | Early Break Pay Spine EB 18 to 23Starting at £17,099-£20,127 |
| **Minimum Qualifications/experience**  | Relevant professional qualification e.g. in Business Administration NVQ Level 3 or willingness to learn At least 2 years’ experience in children and families administrative role preferably in the charity sector  |
| **Additional**  | Specific qualification in H&S or relevant experience.  |
| **Reports to** | Business Development Manager  |

**Key deliverables**

* To undertake reception duties and act as first point of contact for the Service when dealing with all company stakeholders over the “virtual” front door i.e. telephone, website enquiries etc.
* Prepare room bookings, required paperwork, arrange meetings and take minutes of meetings
* To maintain and monitor office and general supplies to the required level, ensuring ordering is done in a timely manner within existing systems
* Carry out filing activities on a daily basis, maintaining and operating filing and other record systems to meet service needs of various work streams working within organisational policies and procedures
* To produce and process documentation relating to vehicle use by staff
* To produce and process documentation and correspondence from clients to appointed workers or managers
* Support with data administration across the service as required
* Support with marketing across the service as required including digital media, website and relevant literature development
* To provide front line support with the booking and monitoring of Service resources
* To ensure a rigorous Health and Safety induction for staff
* To implement Health and Safety procedure and policy to support the charity, typically risk assessments, Fire and Premise regulatory compliance protocols
* To consider the implications of national policies, new legislation, guidance and research, local corporate policies, reviews and developments and embed this into the delivery of H&S in Early Break alongside SMT.
* To set and report performance targets and outcome measures, explore training need, analyse information and identify trends/patterns relating to H&S so the service meets requirements.
* To ensure the service promotes a culture of H& S awareness with staff and associated stakeholders and that we consistently “horizon scan” to protect the organisation.
* Support SMT in the Clinical Governance Framework for service
* To be an active member of named Service meetings, identifying areas of work and working under your own initiative to resolve gaps, problems, issues
* Undertake any other duties as directed by, and negotiated with, the Senior Manager/Line Manager
* To contribute to the maintenance of an ethos in which all workers, clients and all in contact with Early Break and its partner agencies are valued and shown respect
* To actively promote the charitable aspects of the Service to the workforce

**Along with other Service workers you will, in the course of normal activities:**

* You will uphold our excellent service reputation through “living” our agreed service values
* Contribute to a culture of peer to peer challenge and support
* Ensure that Early Break is represented in a professional manner at all times
* Represent the service at relevant meetings, as required and appropriate
* Be a creative force in Early Break by assisting in the development of new ideas and initiatives, where appropriate
* Engage in the Early Break Personal Development Plan framework that sets out training, line management and support network opportunities and the individual worker expectations contextual to the wider service business
* Ensure that all service Policies and Procedures are adhered to and contribute to reviews of Policies and Protocols where required
* Actively contribute to maintaining excellent standards as set out in the Early Break Clinical Governance Framework
* You will be a service “marketeer” delivering on our social media aspirations offering information about Early Break as opportunities arise, referencing the service offer with confidence.
* You will have an ability to offer training/presentation specific to your role
* Engage in the opportunities of ongoing reflective practice within service including Supervision, Buddy offer and Early Break Foundations course
* Undertake Health and Safety responsibilities, as is the case for every Service worker and as designated by the Chief Executive and Line Managers.
* Undertake any additional duties as directed by, and negotiated with, the Senior Management Team

**Key Competencies and Qualities that will feature in your Personal Development Plan**

|  |  |
| --- | --- |
| **Competency** | **Criteria** |
| **Personal Impact** | * Recognise the impact of own words, actions and personal presentation on others
* Respects and appreciates individual and cultural differences
* Acts with integrity and builds trust
* Takes time to listen and consider views of others
 |
| **Commitment to Early Break Values** | * Presents a consistent and positive image of the business both internally and externally
* Ensures personal behaviour upholds the image of the business
 |
| **Flexibility** | * Accepts that a role will be one of continuous change
* Keen to develop new approaches in light of changing business circumstances
* Accepts that the role is varied
* Acts as a change agent to implement and seek acceptance of change
 |
| **Entrepreneurial Thinking** | * Open minded in considering new opportunities for business development
* Challenges the status quo and applies “out of the box” thinking
 |
| **Self Development** | * Approaches feedback as suggestions for development rather than personal attacks
* Develop the skills and insight to become a reflective practitioner in own area of expertise
* Identifies new areas for learning and applies learning to improve business performance
 |
| **Developing Others** | * Helps others to evaluate their own performance through the Early Break consultancy model
* Provides reflective and effective feedback to others
 |
| **Fearless Presence** | * Brave enough to take the lead on an approach even if that means standing alone to do so
* Not afraid to voice opinion despite collective opposition
* Will take a chance based on calculating the level of risk involved
* Will be a challenging supportive voice for the “unheard” – be it client or colleague
 |

**Early Break Values**

**Trustworthy**

We are a reliable, consistent presence for our clients, conducting ethical business with all stakeholders

**Accountable**

We work with openness and transparency, ensuring our excellent standards are upheld and open to scrutiny

**Fair**

We act with integrity, ensuring that people we encounter are treated with respect. We embrace the diversity of our communities and strive to make our offer equal for all.

**Collaborative**

We believe that working effectively with others serves to strengthen available resources and improve outcomes

**Innovative**

We are both forward thinking and morally creative in our work, with a desire to continually improve our services

**Compassionate**

Because we care, we take a fearless yet respectful presence in our professional commitments

**SUMMARY OF TERMS AND CONDITIONS**

**JOB ROLE: Service Administrator with a focus for H&S and Governance**

1. Basis

This is a full time post. The hours of work are full time 37 hours per week, which are flexible to include some early starts and later finishes, required as part of the post holder’s duties. The post holder’s Line Manager will conduct regular performance reviews. Please note that Early Break does not operate flexi-time or TOIL systems.

2. Salary

The salary for this post is EB Early Break Pay Spine: Early Break Pay Spine EB 18 to 23, starting at £17,099-£20,127. Salary will be paid monthly by Bank or Building Society Credit Transfer.

3. Annual Leave

Annual leave entitlement is 30 days, plus 8 Statutory Bank Holidays. Up to three leave days may be designated by the Service each year for Christmas period closure. This is pro rata for part time staff.

4. Pension

Early Break will contribute 6% of salary on a monthly basis to each employee’s Personal Pension Scheme, administered by Aegon. This will be set up for each new employee at the start of his/her employment with Early Break. In the event of an employee having an existing Personal Pension Scheme, then this may be nominated as the recipient of the Employer’s (Early Break) contribution. Evidence of the pre-existing scheme must be provided by the employee before this can be actioned.

5. Equal Opportunities

Early Break is committed to equal opportunities and non-discriminatory practice and there is an obligation to all staff to respect, and act in accordance with, this policy.

6. Training and Development

As part of the worker appraisal/review process, training needs will be identified. These may be met by workers having opportunities to attend in-house training courses as well as appropriate external courses. All workers are responsible for their own learning and development and Early Break is committed to providing professional development opportunities to workers in order to provide the best possible service to clients.

7. Notice

Written notice of 8 weeks is required from the Postholder in the event of termination of the work contract after the successful completion of the probationary period.

8. Flexibility

All workers are required to work flexibly and adapt to changes so that the Service can stay as responsive as possible to Client, Service and Commissioners’ needs.

**PLEASE NOTE THAT ANY OFFER OF EMPLOYMENT AT EARLY BREAK IS MADE SUBJECT TO SATISFACTORY REFERENCES AND SATISFACTORY ENHANCED DISCLOSURE AND BARRING CHECK.**

**A MEDICAL ASSESSMENT WILL BE CARRIED OUT ONLY AFTER AN OFFER OF EMPLOYMENT HAS BEEN MADE.**

***Early Break, Annara House, 7-11 Bury Road,***

 ***Radcliffe, Manchester, M26 2UG***

***t : 0161 723 3880 - f : 0161 723 5544***

***info@earlybreak.co.uk - www.earlybreak.co.uk***

**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

*Please use black ink or typescript, as it will be necessary to photocopy your application.*

*Please complete in full. Any information provided by CV will not be considered*

*Applications received after the closing date will not be considered.*

**Post applied for \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete this form in black ink or typescript (Arial 11) and return **with** **a covering letter attached.**

**Personal**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First name(s):  |  |
| Address: |  | Contact telephone no(s): |  |
| Email: |  |

**Education - in date order (most recent first).** Please continue on separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Institution | Examination and Subjects studied | Date & Grade of Exam/Award |
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**NOTE: If offered a post with Early Break you will be required to provide evidence of your qualifications**

**Details of Continuous Professional Development (during last two years)**

**Present or Most Recent Employment** *Please include job title, key duties and current salary*

**Previous Employment - in date order (most recent first).** Please continue on separate sheet if necessary

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| --- | --- | --- | --- | --- |
| From | To | Title and Key Duties | Employer’s name/location | Reason for leaving |
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**Data Protection Act**

I understand that if appointed I will be required to provide the necessary information to enable a personnel file and computerised record to be set up.

Signed: Date:

**Do you hold a valid UK driving licence? (Please circle)**

Yes No

**How did you find out about this post? (eg name of the newspaper, website)**

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The Role Specification lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

1. details of any relevant experience gained either at work, home or in a voluntary capacity
2. details of any relevant training/education you are undertaking or have previously undertaken.

**THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB**. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess **RELEVANT** to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work. If you have been out of paid employment for a time, or have never been employed, your job history may be less important than some of the responsibilities and experience that you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

*Please continue on another sheet of paper if necessary, but restrict your answer to a*

*maximum of 3 additional sides of A4 (handwritten) or 2 sides of A4 typed with type font not less than 11 points*

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| **REFERENCES**Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. If school/college leaver, give the Head Teacher/Tutor etc. You should not give relatives as referees. Nursing staff should supply a reference from their current Director of Nursing Services or equivalent. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well to confirm the information that you have given and to comment on your ability to do the job. Internal candidates should give the name of their current Line Manager.  |
| Referee One | Referee Two |
| Name:  | Name:  |
| Occupation:  | Occupation:  |
| Relationship to you: | Relationship to you: |
| Address:  | Address:  |
| Tel No: Email: | Tel No:Email:  |
| *We will not contact referees without your permission and never before interview stage* |

**DECLARATION**

Whilst considering applications from individuals who have in the past misused alcohol or drugs it would be inappropriate for someone to provide support and counselling to someone trying to stop or control their misuse, who is still misusing alcohol and/or drugs or has only recently stopped. Therefore, anyone applying to work for Early Break must be able to declare that at the time of their application they have not used alcohol/drugs problematically within the last 24 months. In this context “problematic use” also includes medication for withdrawal from drugs in the last 24 months.

**I declare that I have not used alcohol/drugs problematically within the last 24 months.**

**The particulars I have set out on this application form are true in all respects.**

**Signature of applicant: Date:**

**Please email completed application forms to:** **recruitment@earlybreak.co.uk**

**or by post to:**

**Early Break, Annara House, 7-11 Bury Road, Radcliffe, Manchester, M26 2UG**

**Any questions or queries to 0161 723 3880 or email** **recruitment@earlybreak.co.uk**

**Asylum & Immigration Act 1996**

It is now a requirement that, before any offer of employment can be made, all candidates provide Early Break with confirmation of their eligibility to work in the UK by providing ONE of the ORIGINAL documents detailed below.

Consequently, would you please tick the appropriate box detailing which document you would intend to bring with you, if you were invited for interview? It would be helpful if you could bring the original document, plus a copy.

You should be aware that a copy of the document will be retained on file.

|  |  |
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| * A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or the Northern Ireland equivalents) which states the National Insurance number of the person named.
* A passport describing the holder as a British Citizen or having the right of abode in - or an entitlement to readmission to - the United Kingdom.
* A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
* A certificate of registration or naturalisation as a British Citizen.
* A birth certificate issued in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man.
* A passport or national identity card issued by a State which is a party to European Economic Area Agreement and which describes the holder as a national of that State.
* A passport or other travel document endorsed to show that the person named is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his or her stay; or a letter issued by the Home Office confirming that the person named has such status.
* A passport or other travel document endorsed to show that the person named has current leave to enter or remain in the United Kingdom and is not precluded from taking the employment in question, or a letter issued by the Home Office confirming that this is the case.
* A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement.
* A passport or other travel document endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
* A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that the person named in the letter is a British citizen or has permission to take employment.
* A work permit or other approval to take employment issued by Work Permits UK (formerly Department for Education and Employment) or, in Northern Ireland, by the Training and Employment Agency.
* A passport describing the holder as a British Dependent Territories Citizen and which indicates that the status derives from a connection with Gibraltar.
 | □□□□□□□□□□□□ |

ALL CANDIDATES MUST NOTE THAT, UNLESS ONE OF THE ABOVE ORIGINAL DOCUMENTS HAS BEEN PRODUCED, NO OFFER OF EMPLOYMENT WILL BE MADE.

PLEASE ATTACH THIS FORM TO YOUR COMPLETED APPLICATION FORM PRIOR TO RETURNING IT TO EARLY BREAK.

**GUIDANCE NOTICE TO APPLICANTS**

**Convictions and ‘Spent’ Convictions of a Criminal Nature**

You will appreciate that Early Break, being responsible for the provision of services and support to young people, must be particularly careful to inquire into the character and background of applicants for appointment to posts for those working with these vulnerable groups.

Due to the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (“the Order”) and subsequent legislation. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Order.

It is therefore essential when making your application, you disclose any criminal conviction both spent and unspent, cautions, reprimands and final warnings and any other information that may have a bearing on your suitability for the post. In the event of employment, failure to disclose such convictions that may have been recorded against you could result in disciplinary action being taken against you, which could result in dismissal.

The fact that convictions may have even recorded against you does not necessarily debar you from employment with Early Break. Each application is considered on its merit so it cannot be stressed enough that openness is essential.

You must therefore answer the question on the application form about criminal convictions answering YES or NO. If the answer is YES you must provide details which should be submitted in a sealed envelope marked ‘strictly private and confidential’ and firmly attached to the application form. Any information given will be completely confidential and will be considered only in relation to the position to which the order applies. The object of the notice is not, in anyway, to reflect upon applicant’s integrity but it is necessary to protect Early Break and its service users.

**Disclosure Checks**

Applicants are advised that before any offer of employment is made in addition to other normal character references taken from referees / last employer, an Enhanced Disclosure Check will be made with the Disclosure and Barring Service or Disclosure Scotland in the event of a successful application. Details of this process will be sent to successful candidates.

Early Break operates and adheres to the Codes of Practice on the use of, storage of, and handling of Disclosure Information as issued by the Disclosure Agencies.

**REHABILITATION OF OFFENDERS ACT 1974**

Under the Rehabilitation of Offenders Act 1974, a conviction becomes “spent” after a defined length of time has elapsed. The length of time which has to elapse depends on the rehabilitation period and therefore on the type of conviction.

Changes to the Rehabilitation of Offenders Act 1974, introduced by the Legal Aid, Sentencing and Punishment of Offenders Act 2012, came into effect on 10 March 2014.

Under the Rehabilitation of Offenders Act, after a specified period of time, most convictions and cautions become spent. Offenders do not have to reveal their spent convictions or cautions to an employer, **unless the occupation is covered by the Exceptions Order, for example where the individual will be working with children.**

|  |
| --- |
| **Rehabilitation Periods from 10 March 2014 (Custodial Sentences)** |
| **Sentence Length** | **New rehabilitation period is the period of sentence, plus the ‘buffer’ period below, which applies from the end of sentence)** |
| 0 – 6 months | 2 years |
| 6 – 30 months | 4 years |
| 30 months to 4 years | 7 years |
| Over 4 years | Never spent |
| **Rehabilitation Periods from 10th March 2014 (Non-custodial Sentences)** |
| **Sentence** | **Buffer period (will apply from end of sentence)** |
| Community Order and Youth Rehabilitation Order | 1 year |
| Fine | 1 year (from date of conviction) |
| Absolute discharge | None |
| Conditional discharge, referral order, reparation order, action plan order, supervision order, bind over order, hospital order | Period of order |

Where you are applying for a post in one of the excluded categories (e.g. posts that involve dealing with children and young people), this will be explained to the applicant that they are required to disclose both spent and unspent convictions.

**Criminal Record Declaration Form**

As stated on the application form, because of the sensitive nature of the duties of the post holder will be expected to undertake, you are required to disclose details of any criminal record.

**Note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and subsequent legislation, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.**

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?

**YES/NO (please circle)**

If yes, please give details of offences, penalties and dates.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Offence(s)** | **Court** | **Sentence** |
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Is there any additional information, such as police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for the post?

**YES/NO (please circle)**

If yes, please give details.

I certify that the above is accurate and that I understand that if I have made any false declaration or omission this may result in disciplinary action being taken and could lead to my dismissal.

Signed: Name:Date:**\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **DIVERSITY MONITORING INFORMATION** |
| Early Break aims to be an Equal Opportunities employer. To help us monitor our recruitment procedures, we would appreciate it if you could return this form with your application. Completing this section is optional. Diversity monitoring information about your ethnic or racial origins or religious or philosophical beliefs is called ‘sensitive personal data’. This sensitive information will be used for monitoring purposes only and will not be used in deciding your suitability for the job at any stage of the selection or shortlisting process. The Data Protection Act 1998 requires your consent before this processing can take place – see declaration below. |
|  |
| Age |  | Gender |  | Marital Status |  |
| Ethnic origin (relates to a sense of identity/belonging on the basis of race/culture. I would describe myself as)Please tick the boxes which most closely describes you |
| **A White** |
| British |  | Irish |  | Any other white background (please write in) |  |
| **B Mixed** |
| White & Black Caribbean |  | White & Black African |  | White & Asian |  | Other (please write in ) |  |
| **C Asian or Asian British** |
| Indian |  | Pakistani |  | Bangladeshi |  | Other (please write in) |  |
| **D Black or Black British** |
| Caribbean |  | African |  | Other (please write in) |  |
| **E Chinese or Chinese British or other Ethnic Group** |
| Chinese |  | Other (please write in) |  |
|  |
| Do you consider yourself to be disabled? YES / NO**DISABILITY DEFINITION** Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).The DDA states: ‘**a person has a disability…if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.**’The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005 and Equality Act 2010. |  |
|  |
| By stating YES in the box, you will be giving your consent to the processing of the sensitive information you have supplied in this section.Declaration: I have read and understood the data protection information above and agree and consent to the processing of the information that I have supplied about me.Signed: Name: Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |