



Information for Applicants



Do you want to work in an organisation that makes a real difference in the lives of people with learning disabilities?

The Westminster Society provides a range of services for people with learning disabilities and their families in our supported housing, registered care, respite and outreach. Due to our programme of continued expansion we have a range of vacancies in the organisation.

If you share our values and passion for enabling greater opportunities for people with learning disabilities throughout their lives, then this could be the organisation and job for you.

Successful applicants will receive an attractive range of benefits including:

- Up to 38 days annual leave (including bank holidays)
- Season ticket loan
- Childcare vouchers and family friendly policies
- Enhanced maternity provisions
- Professional and personal development package
- Flexible working opportunities

Our Services

- Care Homes – the society has 21 care homes that include a wide range of housing options for people with learning disabilities, from independent flats with minimal support to homes for people who need high levels of support (24 hours).
- Respite services
- Outreach team

The services are located across the London boroughs of Camden, Westminster and the Royal Borough of Kensington & Chelsea. Our team of Support Workers provide support and care to society's most vulnerable people and have the privilege to share their joy's, triumphs, failures, frustrations, sadness and laughter.

Work with us and make a difference

“Having only been here a short while, it has been refreshing to come into a great team with such growth and improvement”

Central Services

This consists of back office functions that support the frontline teams to deliver excellent services to our service users. Central Services includes:

- Finance & IT
- Human Resources
- Training and Development
- Marketing & Communication
- Volunteering

Why join the Westminster Society?

We are an award winning charity with extensive experience in supporting people with learning disabilities including people with complex needs and profound and multiple disabilities.

We place special emphasis on promoting family relationships, as this is crucial to delivering successful services.

As an organisation we know the impact that high quality employee's make on the lives of people with learning disabilities and enabling the organisation to achieve its goals and objectives.

Our senior management team has personal experience of providing direct support to adults and children with learning disabilities, and their families. This means the day-to-day delivery of services is very real to us as an organisation and we strive to continually improve the developmental needs of our workforce to ensure the delivery of the best possible care and support to the people using our services.

We actively promote equal opportunities and hold the Investors in People Gold Award, and have been recognised for our innovative recruitment practices.

Follow the links below to our website and social media:

www.wspld.org.uk

www.twitter.com/wspld

www.facebook.com/thewestminstersociety

"I absolutely love my job and it is like a family. My highlights are all of the changes I've seen in people and been part of."



How to successfully apply for a job role

You will need to complete the application form, fill it in and then return it via e-mail on or before the closing date to recruitment@wspld.org

To maximise your chance of being selected for an interview it is essential that you complete ALL sections in full.

Alternatively you can send us your CV, although if short-listed we will ask you to complete an application form in advance of your interview.

All information provided by applicants is treated with full confidentiality.

Before you start completing the application form, it is to your advantage to read the job description and person specification in full.

To prepare for the interview, you should read all the information that is available on our website at www.wspld.org.uk. Where indicated in the job advertisement, you may be aware to contact the recruiting manager to have an informal discussion about the job role.

This will help you complete the best application you can and greatly increase your chances of being short-listed and ultimately offered the post.



“The Westminster Society is professional and an extremely lovely place to work”



How to complete the application form

When completing the application form the following points may be of help:

Section 1 – Your Personal Details

Please make sure you complete all of your personal details in full.

Section 2 – Why do you want to work for the Westminster Society?

It is important that when you complete this section, you provide as much information as possible about your work experience, knowledge and the skills that you have attained.

This section of the application form is used for shortlisting applicants for the interview. It is therefore essential that you use this section to tell us why you should be invited for an interview.

You should read the person specification carefully so that you understand the experience, skills and knowledge that are required in order to deliver in the job role. When completing the application form you should provide specific examples of how you meet each of the essential criteria within the person specification.

The examples of your experience that you use, can relate to similar work, or work where you have used similar skills, volunteering or experience you have gained through your personal life.

Where, for example, the person specification states ‘excellent communication skills’ you need to think of instances where you have demonstrated your communication skills. If you merely state that ‘I have great communication skills’, without giving a specific example, then you will not have provided sufficient information to show that you have excellent communication skills.

Sections 3 & 4 – Your current and previous employment

Please give details of the most recent job or voluntary work you have had. If you have never worked, please state that clearly in this section.

Please give details of your previous employment in date order, starting with the most recent jobs you have had.

Where you have been employed by an agency, please outline the details of the agency as well as the placement(s). Also, include any previous work with the Westminster Society and voluntary work / work experience you may have had.

If you need more space to detail all of your employment history, please do so on a separate sheet of paper and attach it to your application form.



“I enjoy working for the organisation, It has a lot of opportunities for staff to develop”

Section 5 – Any employment gaps you may have

If you have had any period where you have not worked, please detail these in this section. Such gaps may include unemployment, travel, maternity leave, etc.

Section 6 – Your Education & Training

Please provide details of your education and training in this section. Please include any qualifications or courses attended (this includes non-certificated courses) which are relevant to the job role.

Section 7 – Other information about you

Please make sure you complete all of the questions in this section.

Section 8 – Criminal Convictions

Some of our posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (exemption) order 1975.

Therefore you are asked to disclose whether you have any previous convictions, cautions, reprimands, or final warnings, regardless of whether they are “spent” or not.

All successful candidates will require a criminal record check which will be carried out by the Disclosure and Barring Services (DBS). A criminal conviction will not necessarily debar you from employment with the Westminster Society. Where a caution or criminal conviction is disclosed the Society will meet with you to discuss the circumstances and undertake a risk assessment. Please complete this section answering Yes or No and if required providing further information.

Section 9 – Your References


A final offer of employment is subject to us receiving a minimum of 2 satisfactory references covering the last 3 years. When choosing your referees, you will need to include your current or most recent employee (including voluntary work / education) as your first reference.

Where possible both references should come from a previous employer. Relatives may not be given as referees.

There can be delays in being able to provide a final offer of employment and agree a start date, because of difficulties in us obtaining references. Therefore, it is important that you provide full details of all referees and that they are correct and up to date.

It is also important that any referees you put down are willing to provide a reference and that they are aware that if a reference is not provided it will affect our ability to offer you employment. You can help by contacting your referee’s at the point of completing this application to let them know that you are applying for this job role and they may be approached for a reference.

We will contact all referees listed but only for successful applicants.



“I enjoy working for the organisation and I am proud of the way my team supports the people we work with”

What happens after you have applied for the post?

Applicants who are shortlisted will be invited to attend an interview. You will be advised of the interview process at that time and it usually consist of a competency based panel interview. For some of our job roles you may also be expected to:

- Prepare and present a presentation on a specific subject for 10 – 15 minutes
- Undertake a competency test
- Undertake a test to demonstrate the skills required for the job role

We will contact you as soon as possible to let you know if you have been short-listed and if you have, when your interview will be, including the process.

Due to the high volumes of applications, we are not able to provide applicants not short listed for interview with feedback.

If you are short-listed for an interview, we look forward to seeing you soon and wish you all the success with your application. Applicants who are unsuccessful after interview will be provided with feedback where it is requested.

All offers of employment are conditional and are subject to the following:

- DBS check
- Occupational Health Clearance
- Right to work in the UK ID and check
- A minimum of two satisfactory (satisfactory to be determined by WSPLD) references covering the last three years

Note for successful candidates:

In the event that the Society is unable to obtain and / or complete the pre-employment checks outlined above the offer of employment is likely to be withdrawn.

SESSIONAL WORKER – For Short Breaks (1:1 at home or in the community)

JOB DESCRIPTION

Accountable to:	Team Manager for Short Breaks
Main Objectives:	<p>To provide access to positive and meaningful short break activities for children and young people with disabilities; working on a 1:1 basis out in the community or within the family home</p> <p>To ensure that the services continue to be carried out smoothly and in the best interests of the children and young and their families who use our services</p> <p>To work with the team manager to ensure that the service meets Care Quality Commission standards</p>
Limits of Authority:	To work within agreed budgets and policies and procedures of both the Westminster Society and the individual services.
Terms & Conditions	All sessional workers sign a terms and conditions agreement with the Society which sets out that you will be engaged on an 'as and when basis' and will be offered shifts depending on your skills, experience, needs of the service and the availability of work. You will be expected to attend essential training to keep your skills and knowledge up to date and meet our statutory requirements.
Pay	The Society salary scale for Sessional Workers is £10.09 per hour. The hourly rate includes payment for annual leave

KEY AREAS OF WORK:

CHILDREN, YOUTH AND FAMILIES

- To provide direct hands on work with children and young people with and disabilities on a one to one basis within their family home or accessing activities within the local community
- To develop positive relationships with children and young people, their parents and carers and families and liaise with them in accordance with the service practice.
- To support children and young people to a range of fun and enjoyable short break opportunities and social activities which help them develop their full potential as individuals; developing their communication skills and maximizing opportunities for choice and independence.
- To support families by offering high quality inclusive and specialist services and by working within 'a one team' approach.
- To provide high quality care and personal support that meets individual needs and takes account of ensuring that individual identity is respected, maintained and enhanced.

HEALTH AND SAFETY

- To ensure the wellbeing of all children and young people and families through maintaining high standards of health, safety, and hygiene.
- To support all children and young people with their personal care and specific health needs including feeding, toilet changing and administration of medication when required and with appropriate training given.
- To ensure Safeguarding and Health and Safety Policies and all other policies, procedures and guidelines are adhered to.
- To maintain a working knowledge of Safeguarding and an understanding of how this applies to your role and an understanding of Ofsted standards and any other relevant legislation with regard to reporting.

- To ensure the general wellbeing, safety and security of everyone who uses the service by continually assessing risk and following up on issues and concerns

ADMINISTRATION AND FINANCE

- To ensure petty cash / mobile phone procedures are maintained, instructions are observed and budget limits are adhered to.
- To maintain and update paper and computer based records in line with the Society's policies and legal requirements.
- To complete other administration tasks including letter and report writing at the instruction of a Society manager.

TEAM

- To develop positive working relationships with team members in any service where you work and to carry out work in a way that provides support and encouragement to all team members.
- To work within the policies and procedures of each service.
- To participate in shift planning, handover and team meetings as appropriate to ensure good communication and support within the team.
- To share information within the team, within the bounds of the Society's confidentiality policy

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To manage own time effectively and complete all responsibilities of a shift or support session.
- To attend support meetings, reflect on feedback given and use feedback to improve own work.
- To attend training and development opportunities at the request of the relevant manager

EQUAL OPPORTUNITIES AND DIVERSITY

All Westminster Society employees are expected to work individually and collectively to promote a constructive and sensitive approach to working with others from a variety of cultures and backgrounds where the work of others are valued and respected; all employees are expected therefore to carry out their tasks within the terms and intention of the Society's Diversity, Core Values and Confidentiality Policies, the Employee Code of Conduct and in accordance with meeting Ofsted standards.

- To provide activities which reflect the cultural diversity of the children and young people and their families and offer multi-ability opportunities.
- To enable children and young people with and without disabilities and their families to access inclusive opportunities that are appropriate to their needs and wants.

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post.

PERSON SPECIFICATION

Qualities	Essential	Desirable	Assessment Criteria
Education	1. Ability to complete written work that will include basic maths and English	Social Care qualification	Application form and assessment centre
Experience	2. Experience in a paid or voluntary capacity of working with/supporting children or young people with disabilities aged 0 to 18	Experience of working with or supporting parents, families and carers	Application form and references
	3. Experience of identifying and assessing need and risk in relation to supporting children and young people with their social and emotional development and following up on issues raised		Application form and assessment centre
Skills	4. An ability to develop relationships, relate to and communicate in a professional manner with a variety of people including children and young people, their families, teams and other professionals. Ability to adapt own communication to different needs		Application form and assessment centre
	5. Ability to safely perform manual handling tasks that may include using wheelchairs and hoists . Willingness to support children and young people with intimate personal care including toileting and feeding		Application form and Occupational Health
	6. Ability to quickly adapt to working with new teams and environments, pick up routines and procedures and use initiative		Application form and assessment centre

Knowledge	7. Ability to apply equality of opportunity and the Society's statement of values in all areas of service provision, including to colleagues, families and children and young people who receive a service from us.		Application form and assessment centre
	8. Awareness of issues relating to health and safety and ways to reduce risks when working in family homes, play, youth and early years settings and out in the community		Application form and assessment centre
	9. An understanding of the risks of harm for children and young people and the protocols in place to safeguard people against harm		Application form and assessment centre
Motivation/ Disposition	10. Absolute reliability. Available to work flexible hours including weekends and evenings at short notice		Application form
	11. Commitment to developing own skills and learning through receiving support from managers, reflecting on feedback and attending learning events		Application form and, Assessment Centre
	12. Positive approach and desire to work with children and young people with and without disabilities in a non-judgmental and person centred way, providing inclusive and high quality opportunities and using a 'whole family' approach		Application form and assessment centre

January 2017