



We champion the wider  
family who care for children

January 2012

Dear applicant

### **Recruitment Process at Grandparents Plus**

Thank you for requesting the application pack for the post of Advice and Information Worker. Please note that the post is for six months initially, but that we hope to extend it subject to a pending funding application.

This pack contains all the relevant information you will need to successfully complete the application form:

- Job description and person specification
- Terms and conditions
- Application form (as a separate attachment)
- Equal Opportunities monitoring form (as a separate attachment)
- Recruitment and selection process at Grandparents Plus
- Background information on Grandparents Plus

**Closing date for the receipt of completed applications is Monday 30<sup>th</sup> January at 12pm. Interviews will be held at our Bethnal Green office on Tuesday 7<sup>th</sup> and Thursday 9<sup>th</sup> February.**

Please note that we will not accept applications received after the deadline. If you have any queries about the role or your application please contact us on 020 8981 8001 or via email to [info@grandparentsplus.org.uk](mailto:info@grandparentsplus.org.uk).

Good luck with your application and thank you for your interest in Grandparents Plus.

Please send your completed application form to [info@grandparentsplus.org.uk](mailto:info@grandparentsplus.org.uk)

or return it by post to:

Grandparents Plus, 18 Victoria Park Square, Bethnal Green, London E2 9PF.

## **Terms and Conditions**

### **Post**

Advice and Information Worker part-time, 14 -21 hours per week (negotiable). Fixed term for 6 months initially.

### **Salary**

£25,000 (pro rata)

### **Location**

Our office is based at the Young Foundation, 18 Victoria Park Square, London E2. Bethnal Green tube station (central line) is very close by. We are also on a number of bus routes and close to Bethnal Green and Cambridge Heath railway stations.

### **Working Hours**

A full-time working week is 35 hrs excluding lunch breaks. Working days and hours are to be negotiated.

### **Flexible working**

The normal office hours are 9.30am – 5.30pm but it is possible to work flexibly with the agreement of the Chief Executive subject to covering the advice line between 10am and 3pm.

### **Notice**

During the first 6 months a one week notice period will apply on either side.

### **Annual Leave**

The holiday year runs from the month of your appointment. Your paid holiday entitlement will be 30 days per year (pro rata), plus a proportionate amount of Bank and other Public Holidays. Your holiday accrues on a daily basis.

### **Pension**

There is no occupational pension scheme.

## **Recruitment and Selection Process**

Please read the following carefully before completing your application form.

### **1. Selecting the best person for the job**

As part of our commitment to equal opportunities and diversity all candidates are treated equally throughout the recruitment and selection process.

It is important that you take care to complete the application form as fully as possible. We cannot make assumptions about your skills and experience, *please give us examples.*

### **2. Job description and person specification**

The **job description** describes the duties of the job. It sets out the range of responsibilities and tasks.

The **person specification** describes the person we are looking for by outlining the abilities, skills and experience needed to do the job. We will be looking at your application form to see the extent to which you have the abilities skills and experience that we need.

### **3. The application form**

#### **Personal details**

Please make sure that your contact details are clearly displayed. If you move house or change phone numbers between sending us your form and being interviewed, please let us know.

#### **Referees**

At least one referee must be known to you in a work capacity and should ideally be either your current or most recent employer. We won't take up references prior to interview.

#### **Present and previous employment**

Starting with your current or most recent employer, list all the employers you have worked for, the job titles and, briefly, the main duties of the post. Please do this in date order.

#### **Education and training**

Include all formal and informal training, qualifications you have and also any training that may give you transferable skills which help you meet the requirements of the person specification and job description.

#### **Job description and person specification**

Please use this space to explain how you meet the requirements of the job description and person specification. Please give examples.

#### **Personal statement**

Please use this space to explain why you are interested in the role and want to work for Grandparents Plus and to give us any other information about you that you feel is relevant to your application.

#### **4. Equal opportunities monitoring form**

Please complete the form and return it to us. We will only use it for monitoring purposes. It will be separated from your application.

Grandparents Plus is committed to equal opportunities. We strive to ensure fairness and equity of treatment for all who work with and for our organisation, and for those who use or are beneficiaries of our services. This is irrespective of gender, race, colour, ethnic origin, disability, age, sexuality, sexual orientation, religion or belief, marital status and social class.

#### **5. The interview**

All shortlisted candidates will be contacted by telephone and the interview confirmed by letter or email. You will be informed of the time, date and location of interview as well as given notice of any test or exercise you may need to complete.

Candidates will be asked questions that relate to the job description and person specification and the panel will take notes during the interview. Please be prepared to talk about your experience at the interview, giving examples that illustrate your ability to do the job.

#### **6. Feedback**

All unsuccessful candidates who have attended an interview will be contacted by telephone. It is possible to receive feedback if required.

#### **7. The Asylum and Immigration Act 1996 (amended 1 May 2004)**

The Asylum and Immigration Act 1996 makes it a criminal offence to employ a person who is not entitled to work in the UK. In order to comply with this, Grandparents Plus is obliged to ask all prospective employees to produce appropriate documentation listed in the Home Office regulations before we can make any offer to employment, including part-time, temporary, sessional or casual appointments. In doing so, we emphasise that we do not discriminate against any applicant on the grounds of their race, nationality or ethnic origin and we will continue to uphold equal opportunities in recruitment and selection in line with the Race Relations Act 1976. This is why we are informing all potential job applicants of this requirement right at the start of the recruitment process. We feel it is fair to alert all potential job applicants to this situation as soon as possible so that anyone who needs a document can make arrangements to get one well in advance.

**For the purpose of the Asylum and Immigration Act, you will need either one document from List 1 OR two documents from List 2.**

#### **List 1**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country\* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as a family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK, and that this endorsement allows the holder to do the type of work offered, if without a work permit.

\* The following countries are part of the European Economic Area: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, UK

### **List 2 (first combination)**

- A document giving your name and permanent National Insurance number. This could be a: P45, P60, National Insurance card, or a letter from a UK Government agency.

Together with ONE of the following:

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Republic of Ireland.
- A certificate of registration or naturalisation stating that you are a British citizen.
- A letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Immigration Status Document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.

## About Grandparents Plus

Grandparents Plus is the national charity which champions the vital role of grandparents and the wider family in children's lives – especially when they take on the caring role in difficult family circumstances. We do this by:

- **Campaigning for change** so that their contribution to children's wellbeing and care is valued and understood
- **Providing advice, evidence, and policy solutions** so that they get the services and support they need to help children thrive
- **Building alliances and networks** so that grandparents and other family members can have a voice and support each other, especially when they become children's full-time carers.

## Our vision

Our vision is of a society in which the vital role of grandparents and the wider family in children's lives is recognised and valued, and where they receive the support they need to help children achieve their full potential.

## Our objectives

- To redefine the family for policy makers and service providers – moving us beyond the nuclear model of family life and instead considering the extended family.
- To ensure that the informal caring role is recognised and rewarded.
- To ensure that the needs of full-time grandparent carers are considered and met, alongside those of other families.

## Our values

**Inclusive:** we are approachable, welcoming and non-judgemental. We celebrate the diversity of family life, and we actively challenge prejudice and discrimination.

**Authoritative:** our work is based on clear evidence, balanced argument and expert understanding of the realities of family life. We provide specialist knowledge about the role and needs of grandparents and the wider family, informed by the voices and experience of grandparents and extended families themselves.

**Collaborative:** we strive for open and productive relationships with all of our stakeholders, and work in collaborative partnerships and alliances to achieve our aims.

**Campaigning:** we have a clear agenda for change to improve the lives of children, grandparents and families, and we mount compelling and effective campaigns to challenge the status quo and deliver positive change in opinion, policy and practice.

## **Our activities**

- We produce carry our research and produce policy briefing papers.
- We campaign for change, influencing at the highest level.
- We deliver workshops, seminars and conferences.
- We run an advice and information service for family and friends carers.
- We support grandparents and other family and friends carers by running the Grandparents Raising Grandchildren Network.
- We work with social workers and facilitate the Kinship Care Group of professionals.

**We are a small staff team and the charity is growing and developing. You would be joining us at an exciting time and helping us to develop our advice and information service for grandparents, guardians, relatives and friends who have taken on, or are considering taking on, the responsibility of bringing up someone else's child.**

**The advice service opened in May 2011 and provides advice and information on benefits and other sources of financial support, employment rights, debt and housing. We also provide information and signposting on legal orders, parenting issues, disability, education and other matters.**

**The advice service is currently funded by the John Ellerman Foundation and the Big Lottery Fund and we are seeking further financial support to continue to fully fund the service in the future.**

### **THE ADVICE TEAM**

**The team of two is led and managed by the Senior Advice Worker, who is managed by the Policy and Research Manager.**

**We are seeking an Advice and Information Worker who will work under the supervision of the Senior Advice Worker.**

**Further information about our organisation and previous activity is available on our website [www.grandparentsplus.org.uk](http://www.grandparentsplus.org.uk).**