



Ireland Division

March 2017

Dear Applicant,

Re: Relief Assistant Support Worker Days/ Nights - Centenary House Belfast

Thank you for your enquiry, please find enclosed our job pack which provides you with all the information you need in relation to applying for this post. In accordance with our Equality Policy, please note only application forms will be considered, therefore, no CV's please.

If you are interested in this vacancy, and you would like to apply for this post online, please go back to our jobs website which is <http://workforall.salvationarmy.org.uk/current-vacancies> and click on the apply online tab.

The closing date for this position is Monday 20th March 2017. Interviews will be held week beginning Monday 27th March.

Once you have submitted your online form, please note that our computer system will automatically acknowledge your form and you will be sent an email to the email address you have provided.

Please note, if you have not heard from us 4 **weeks** from the closing date, please assume your application has been **unsuccessful** on this occasion.

May I take this opportunity to thank you for your interest in working for The Salvation Army.

Yours sincerely

Recruitment Team
HR - Shared Services



Post: Relief Assistant Support Workers Days/Nights

Location: Centenary House Lifehouse, Belfast

Salary: £7.89 per hour

10% Night Allowance is paid from 10pm - 8am

Working Hours: As and when required

Job Summary: The role of the Assistant Support Worker with The Salvation Army is an inspirational one and key to achieving successful outcomes for our vulnerable clients.

Key Responsibilities: As a motivated and dynamic Assistant Support Worker you will be responsible for developing and delivering a high quality programme of support which promotes client choice and control.

Essential Skills and Qualifications: Knowledge of the benefits system and understanding of supportive housing funding streams and reporting requirements. Legislation relating to Health & Safety and Safeguarding of clients and staff. Knowledge of the main support needs which are commonly faced by homeless and vulnerable clients.

Appointment is subject to satisfactory references
and where applicable an enhanced Access NI Check
All applicants must be registered with NISSC

For further details and to apply please visit The Salvation Army's website:
<http://workforall.salvationarmy.org.uk/current-vacancies>

Closing date:
Monday 20th March 2017
CVs will not be accepted
Promoting equality in the workplace



The Salvation Army is a registered charity

Charity No. 214779 and in Scotland SC009359; Social Trust Registered
Charity No. 215174 and in Scotland SC037691



Information for applicants interested in working for The Salvation Army

JOB DESCRIPTION

Job Title	Assistant Support Worker
Job Summary	The role of Assistant Support Worker with The Salvation Army is an inspirational one and key to achieving successful outcomes for our vulnerable clients.
Responsible to:	Service Manager / Programme Co-ordinator
Responsible for:	Line management responsibility will be agreed locally.

Duties and Responsibilities

Homelessness Services Statement of Purpose

The Salvation Army Homelessness Services are committed to providing opportunities that support each person to find their purpose, develop positive relationships and experience a sense of community.

Everything we do will be underpinned by our core values, demonstrated within our daily practice and measured against our priorities of Transformation, Integration, Discipleship and Effectiveness.

Strategic Mission Plan

The work of the Homelessness Services Unit is underpinned by the Strategic Mission Plan. In this document we have set out to ensure that our programmes encourage purpose and relationships, a sense of community and provide support.

Within the Plan there are seven performance areas:

- Empowering People
- Achieving Excellence
- Providing Opportunity
- Enabling Transformation
- Developing our Team
- Encouraging Growth
- Value for Money

All job descriptions will be linked to these performance areas and measured against the required standards.

Core Values

The Salvation Army is a Christian church. As such all our work is based on Christian principles. All employees are expected to carry out their duties in agreement with our core values of

- Integrity
- Accountability
- Respect
- Passion
- Boldness
- Compassion

Overall Purpose of the role

The role of Assistant Support Worker with The Salvation Army is an inspirational one and key to achieving successful outcomes for our vulnerable clients. As a motivated and dynamic Assistant Support Worker you will be responsible for assisting with delivering a high quality programme of support which promotes client choice and control. You will address client support needs, enable them to achieve positive life changes and ultimately empower them to lead more sustainable lifestyles. You will also complete day to day activities including administration tasks and reception duties to support the successful operation of the Lifehouse

Key Performance Indicators are set out at the end of the list of duties.

Responsible to: Service Manager / Programme Co-ordinator

Responsible for: Line management responsibility will be agreed locally.

Outline of duties:

Enabling Transformation

We aim to establish a culture that encourages everyone to see mission in its widest context and to ensure all our programmes achieve positive outcomes; with the aim of seeing lives transformed by increasing a sense of purpose, self-esteem, self-worth and resilience.

- Understand and work within the Mission and Values of The Salvation Army acting in a professional and ethical way at all times when representing the organisation.
- Support the Spiritual Programme running within the service where required.
- Respect the diversity of other people's culture, faith and practice.

Empowering People

We aim to ensure that all our services provide opportunities to empower and inform individuals and give everyone the opportunity to access life changing programmes

- Work as part of the Support Team to ensure clients have access to support when attending all housing and non- housing appointments, assisting in the completion of forms and applying for appropriate benefits
- Promote client choice by working as part of the Support Team to deliver a range of in-house support provisions which clients can opt into and which are designed to achieve successful housing related support outcomes for clients.
- Work in line with all relevant Legislation and guidelines to protect clients, colleagues, staff and visitors from any abuse, accident or injury
- Carry out client checks and assist with implementing risk assessments where required.
- Promote, implement and ensure compliance with The Salvation Army's Equality and Diversity policy

Achieving Excellence

We aim to exceed the expectations of our stakeholders by working together with them to agree clear goals, targets and measures to which we can then be held accountable

The Assistant Support Worker will play an important part in supporting the delivery of a high quality support service through a range of different functions and will assist in supporting the development of the programme by:

- Maintaining and developing day to day office duties and provide administrative support
- Providing front of house support and reception duties, monitoring visitors, telephone calls and other communication to and from the service.
- Maintaining and developing programme records
- Collation of statistics and data input

These areas will be performed in line with organisational and legislative requirements including the ISO Quality Management System

Developing our Team

The recruitment, development and retention of our staff team is intrinsic to our performance and quality of services. We aim to ensure that our staff teams are productive, happy and engaged in working to their full potential.

- Take responsibility for own personal development by developing and updating knowledge and resource base.
- Play an active role in supervision and appraisal with manager.
- Develop competencies in administration, decision making, team work, IT, communication, case support, motivation, listening, and interpersonal skills
- Support and develop volunteers, this may include on the job training, mentoring and day to day monitoring of allocated tasks.
- Stay up to date with and work within regulations, policy, procedures and best practice in all fields relevant to their work

Encouraging Growth

- We aim to be consistent and intentional in identifying and deciding on new opportunities that bring stability, offer sustainability and encourage growth.

Value for Money

- **We aim to achieve increased efficiency, improve effectiveness and focus on delivering value for money**
- Assist Support Workers in the preparation of case reports and statistical reports and maintain all relevant records, including monitoring post support progress.
- Use systems to ensure income to the service from all sources including client benefits and personal payments are received in line within agreed targets and guidelines.
- Work as part of the overall service team to ensure the most effective use of financial and other resources.

Other Duties

- The Assistant Support Worker will complete any other duties as could be reasonably expected of someone in the fulfilment of this role.

Key Performance Indicators

KPIs will be identified for this post in the seven performance areas as appropriate to the Job Description.

There will be additional Key Performance Indicators for the post of Assistant Support Worker will be agreed locally between the post holder, Service Manager and Regional Manager.
Key Performance Indicators will be reviewed annually.



PERSON SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The *Essential Requirements* indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under *Desirable Requirements* are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Criteria	Essential	Desirable
QUALIFICATIONS		Level 3 qualification in a related field or willingness to work towards it.
KNOWLEDGE	<p>Knowledge of the benefits system and an understanding of supported housing funding streams and reporting requirements</p> <p>Legislation relating to Health and Safety and safeguarding of clients and staff</p> <p>Knowledge of the main support needs which are commonly faced by homeless and vulnerable clients</p>	<p>Government Strategy and policy governing Homelessness</p> <p>Knowledge of the local housing market and how to access accommodation for clients</p>
SKILLS & ATTRIBUTES	<p>Positive attitude and a high level of motivation towards supporting vulnerable clients to achieve focussed and positive life outcomes</p> <p>Ability to work in a busy environment, be solution focussed, show good time management skills and can demonstrate ability to prioritise and make decisions under pressure</p> <p>Improve standards by demonstrating own initiative towards problem solving which help benefit colleagues and clients</p> <p>Ability to manage own work load and case load and ability to take the lead at meetings with external agencies</p>	

<p>SKILLS & ATTRIBUTES (cont'd)</p>	<p>Good verbal and written communication skills</p> <p>Good team working skills</p> <p>Good people management skills</p> <p>Proficient in range of IT Packages including Microsoft</p> <p>Contribute to the creation and maintenance of a culture of continuous improvement within the service</p> <p>Evidence of commitment to continuous professional development</p> <p>Understand a personal value base which is in line with core values of the organisation</p>	
<p>EXPERIENCE</p>	<p>Demonstrate values of integrity and accountability within working practice</p>	<p>Experience of working with vulnerable clients in a supportive setting</p> <p>Conducting risk assessments, develop Person Centred Support Plans and facilitation methods to promote client engagement and successful outcomes</p> <p>Managing and delivering a client focussed service which undertakes holistic support needs, risk assessments and identifies appropriate support</p> <p>Working in partnership with other support providers, internal services and colleagues to assess and review outcomes of clients</p> <p>Preparing statistical reports, recording outcomes, managing tenure requirements and client debt (personal payments and statutory debt) as part of budget plans</p>
<p>CIRCUMSTANCES</p>	<p>Able to work within the Christian ethos of The Salvation Army</p> <p>Demonstrate values of</p>	

	<p>intergrity and accountability within working practice</p> <p>Work shifts, unsociable hours, weekend work-flexible approach to hours worked as required.</p>	
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Mission Statement of The Salvation Army

The Salvation Army is a worldwide evangelical Christian Church and human service agency. Its message is based on the Bible; its motivation is the love of God as revealed in Jesus Christ. Its mission is “called to be disciples of Christ, The Salvation Army United Kingdom Territory with the Republic of Ireland exist to save souls, grow saints, and serve suffering humanity”. Its ministry is offered to all persons, regardless of race, creed, colour or gender.

Vision Statement of The Salvation Army

As disciples of Jesus Christ, we will be a Spirit-filled, radical, growing movement, with a burning desire to lead people into a saving knowledge of Jesus Christ, actively serve the community and fight for social justice.

What does The Salvation Army do?

The Salvation Army is a worldwide Christian church and registered charity, working in 126 countries (as at 2014), and it offers unconditional friendship and very practical help to people of all ages, backgrounds and needs.

Founded in East London by William and Catherine Booth in 1865, The Salvation Army has a long history of working with people who are vulnerable and marginalised. We passionately believe that no one is beyond hope, however great their problems. Anyone can find themselves facing grief and despair. In The Salvation Army we don't judge or condemn. We just help. In the UK and Republic of Ireland there are more than 800 Salvation Army social service centres and community churches (corps).

Salvation Army churches are places of worship where Sunday meetings are held, as well as practical expressions of our Christian faith during the week, when our doors are open to offer programmes and activities for the whole community. These vary by church but could include youth activities, parent-and-toddler groups, drop-in centres, luncheon clubs, advice clinics and lots more. Our members will also offer emergency assistance such as groceries and clothing for individuals and families in need.

Our social services work includes more than 70 Lifehouse support and accommodation centres for men, women and families who are homeless and rough sleeping; day-care centres and care homes for older people; and support for victims of human trafficking. Every working day on average, we reunite 10 people with their families through our Family Tracing Service. The Salvation Army also supports the work of the emergency services by providing refreshments, shelter and befriending at major incidents.

The work of The Salvation Army is funded through donations from its members, the general public and, where appropriate, local authority and government grants. People can get involved with The Salvation Army in all sorts of ways, through volunteering with fundraising initiatives, attending church services and helping with local activities. Worldwide there are more than 1.6 million members. In the UK and Republic of Ireland, The Salvation Army has approximately:

- 50,000 members (adult, junior and adherent members)
- 4,000 employees
- 1,500 Salvation Army officers (full-time ministers)

Guidance Notes for Completing the Application Form

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality Policy. To do this fairly, we need all applicants to provide relevant information about themselves. Please remember that we are not able to consider previous applications or personal knowledge of you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will be used as a basis for the interview itself.

Please note that CVs will not be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the job description.

Supporting Information

The most useful part of the form is the Supporting Information. This should be used to tell us why you think you would be able to do this job. Draw particular attention to experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job. Give examples of the work you have been involved in and write in a positive way e.g. I was responsible for... I organised... Always remember to specify your own responsibilities rather than those of your section, department or organisation.

Accuracy of information

The information that applicants provide to The Salvation Army, both on application and at interview, must be accurate and complete. If The Salvation Army subsequently discovers that any information provided is inaccurate or incorrect, then The Salvation Army may withdraw an offer of employment, or if the discovery is made subsequent to appointment, take action up to and including dismissal.

Data Protection

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a maximum of six months.

Equality in Employment

We recognise that in society certain groups and individuals have suffered and continue to suffer direct and indirect discrimination and victimisation. We are actively committed to oppose any discrimination on the basis of gender, marital status, responsibility for children or dependants, gender reassignment, race, colour, ethnic/national origin, nationality, religion or beliefs, political beliefs, disability, age, sexual orientation, offending background, trade union activities or any other factor which could lead to the experience of discrimination. It is our intention to ensure that recruitment, selection, training, consideration for promotion and general treatment for those who work within our organisation, are available to all without unfair discrimination, and to ensure that no one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable.

Christian Ethos

The Christian identity of The Salvation Army is reflected in the manner in which employees relate to each other in their roles within The Salvation Army. The Christian ethos is also reflected in the way in which employees relate to customers, clients and other service users outside The Salvation Army. As a minimum requirement all employees of The Salvation Army must be able to work within the Christian ethos of The Salvation Army.

In addition to this, there are some posts within The Salvation Army where there is an occupational requirement for the post holder to have a commitment to the Christian faith and on some occasions be soldiers of The Salvation Army. Consideration will be given to ascertain whether there is an occupational requirement for the successful candidate to be a practising Christian or a soldier of The Salvation Army. This requirement would remain essential for the duration of the employee's employment in that post.

Employing people with convictions

The fact that a person has a criminal record is frequently irrelevant to the job for which they are applying. The Salvation Army therefore will seek a Disclosure check only in relation to posts that involve a degree of risk. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978 (SI 1978/1908 (N127)). Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

Disclosure Checks

The Salvation Army is committed to protecting vulnerable groups. Disclosure checks from the relevant provider (Disclosure and Barring Service, Disclosure Scotland, Access NI) will be undertaken on positions that are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Police Act regulations or those positions which meet the definition of a regulated activity.

The Salvation Army will not discriminate unfairly on the basis of conviction(s) and will use the Disclosure check to assess an applicant's suitability. Whilst The Salvation Army is not able to employ a barred person in a regulated activity; having a criminal record will not necessarily prevent employment with The Salvation Army. Failure to reveal that you are a barred person applying to work in a regulated activity or provide relevant criminal records information that is directly relevant to the position sought, could lead to withdrawal of a conditional offer of employment or of voluntary work.

Where an existing or newly recruited employee does not have a relevant Disclosure check that is less than 3 years old, The Salvation Army will pay for a new check. The employee is then responsible for registering their certification with the update service within 19 days from the date on the Disclosure certificate and paying the annual fee. Where the employee chooses not to register and pay the annual fee, they will be liable to pay for any new Disclosure check required

when there is a change in the area of work or at three yearly intervals.

Asylum and Immigration (Right to work in the UK Documents)

The Salvation Army requires evidence of every applicant's right to work in the UK to ensure that your application is suitable for consideration. It is the policy of The Salvation Army therefore to ask all candidates attending an interview to bring with them evidence of their right to work in the UK. Candidates must present either one original document from List A, or List B to the interview panel.

Lists A & B of acceptable documents for right to work checks

List A

Acceptable documents to establish a continuous statutory excuse:

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
5. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
6. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
7. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B

Group 1 - Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A current passport endorsed to show that the holder is allowed to stay in the UK

- and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
 3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
 4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2 - Documents where a time-limited statutory excuse lasts for 6 months

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Terms and Conditions of Employment

Salary

The salary for this post is XXXXXXXXXXXX per annum and is a permanent position.

Pension provisions for employees

The Salvation Army currently provides a Defined Contribution Scheme for Employees and Relief workers.

There is also a Workplace Pension Scheme required by the UK Government. This applies to workers who:

- earn over the earnings threshold (2014/15 - £10,000 per year)
- are aged 22 or over; and
- are under State Pension Age

These workers will be enrolled into the scheme on the first day of the month, three months after the first day of their employment. Workers can choose to opt in to the Scheme before this date by completing an opt in form. Additionally, if a worker does not meet the above criteria they can also opt in to the Scheme at any time.

Documents, forms and information regarding the Defined Contribution Scheme can be obtained via the Friends Life microsite <http://www.friendslife.co.uk/microsite/salvationarmy>. Further information can be obtained by contacting the Pensions Unit on 020 7367 4570 or electronically at EmployeesDCS@salvationarmy.org.uk

Working hours

Contracted hours for this post are XXX hours per week on a rota basis.

Annual leave entitlement

Annual leave entitlement is 25 days per annum with 10 bank holidays. The leave year runs from April to March.

Childcare Vouchers

The Salvation Army's Childcare Voucher Scheme is open to any employee who is the legal guardian of children up to the age of 16 and who is in some form of registered childcare provision. The scheme enables you to take a proportion of your salary in the form of Tax and NI-free vouchers that can be used to pay for childcare provision.

Flexible working

The Salvation Army offers employees with 26 weeks service the opportunity to apply for flexible working. The Salvation Army has a range of benefits on offer to provide carers and parents the opportunity to balance their work and personal responsibilities. This includes policies on Maternity Leave, Adoption Leave, Paternity/Partners Leave and Parental Leave.

Probationary Period

It is the policy of The Salvation Army to offer the successful candidate a probation period of three months, in the first instance, during which one week's notice in writing may be given on each side. Upon successful completion of the probation period, confirmation of employment will be given.

Employee Assistance Programme

The Salvation Army has a confidential Employee Assistance Programme (EAP) available to employees and their immediate family who live with them. Health Assured's EAP is a confidential life management and personal support service which can help employees deal with the challenges faced in life. A range of support is available, including telephone counselling and on-line Cognitive Behavioural Therapy. The EAP service can be contacted 24 hours a day on 0800 0305182.

Simply Health

The Salvation Army operates a group policy with Simply Health. This plan is open to all staff and, although the cost is met by you via your salary, you can gain the benefit of attractive terms and lower costs by being part of a group arrangement.

The policy is designed to help with the costs of the following types of treatment: dental, optical, physiotherapy, osteopathy, chiropody, acupuncture, homeopathy, maternity/paternity, allergy testing, health screening and hospitalisation (in-patient, day-care, parental stay). The amount of cover provided depends on the amount of money paid.

The Salvation Army
United Kingdom Territory
with
The Republic of Ireland



EQUALITY POLICY

‘Promoting equality in the workplace’

January 2009

EQUALITY OF OPPORTUNITY IN EMPLOYMENT

1. OBJECTIVES

The objectives of this policy are to:

- Ensure that The Salvation Army has access to the best employees for its needs.
- Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of The Salvation Army and themselves.
- Ensure that the composition of its workforce reflects that of the community.

2. POLICY STATEMENT

We affirm the fundamental Christian belief that all human beings are created in the image of God, that all are valued equally by God and share equally in God's love. It is our conviction that unfair discrimination between people is against God's purposes, and is morally indefensible.

We recognise that in society certain groups and individuals have suffered and continue to suffer direct and indirect discrimination and victimisation. We are actively committed to oppose any discrimination on the basis of gender, marital status, responsibility for children or dependants, gender reassignment, race, colour, ethnic/national origin, nationality, religion or beliefs, political beliefs, disability, age, sexual orientation, offending background, trade union activities or any other factor which could lead to the experience of discrimination.

We declare that it is our intention to ensure that recruitment, selection, training, consideration for promotion and general treatment for those who apply to work and who work within our organisation, are available to all without unfair discrimination, and to ensure that no one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable. However, as a Christian organisation, a commitment to the Christian faith and on some occasions membership of The Salvation Army will be required when the nature of the job demands it. The Salvation Army reserves the right to appoint commissioned officers as well as lieutenants and envoys to vacant posts.

We seek to ensure that harassment does not occur in the work place and will take steps to resolve any potential areas of difficulty. It is also our intention to take positive action to ensure equality of opportunity and of treatment on the matters specified above in dealings with others outside our organisation and generally throughout our sphere of influence, in so far as it lies within our power.

All complaints of discrimination and/or harassment will be sensitively investigated and dealt with using the grievance procedure and may result in disciplinary action for the perpetrator. Failure to comply with the terms of the policy will also result in disciplinary action.

3. SCOPE

All employees, including potential employees, contractors and temporary workers, are bound by the Equality of Opportunity Policy and have a responsibility to adhere to it. We look to all our officers and employees to promote this policy. Overall responsibility for the implementation of the policy rests with the Secretary for Personnel with the full backing of all executive officers. The Human Resource Unit is responsible for communicating and promoting the policy.

4. MONITORING

We will monitor and analyse regularly our progress in implementing this policy. Records of employees will be maintained for the purposes of this policy.

All our organisational policies and procedures will be regularly reviewed and monitored in the light of equal opportunities implications.

5. ASSOCIATED DOCUMENTATION

The policy should be read in conjunction with the following documents:

- Recruitment & Selection Handbook
- Retirement Policy and Procedure
- Disclosure Code of Practice
- Equal Opportunities - Fair Employment in Northern Ireland
- Disciplinary Procedure } For breaches of the policy and/or acts of discrimination

- Grievance Procedure } For circumstances where an employee
- Harassment Policy } considers they have been the subject of harassment or discrimination

APPENDIX ONE



The Salvation Army

Code of Practice on the Recruitment of Ex-offenders Guidelines for Applicants

The Salvation Army complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part v of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes.

The Salvation Army is committed to the fair treatment of its employees, officers, volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background (see separate Equal Opportunities Policy). We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications for volunteers or for employment from a wide range of candidates, including those with criminal records.

The Salvation Army undertakes not to discriminate unfairly on the basis of conviction or other information revealed. The fact that a person has a criminal record is frequently irrelevant to the job for which they are applying. The Salvation Army therefore will seek a Disclosure only in relation to posts that involve a degree of risk and involve working with children or vulnerable adults.

We will request an AccessNI Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on the organisation's assessment of the needs of each role. Where an AccessNI Disclosure is deemed necessary for a post or position, all applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that The Salvation Army will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check.

Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar individuals from employment. This will depend on the circumstances and background to the offence(s).

We undertake to ensure an open and measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment. In addition to this, employees, volunteers and officers are required to declare to their manager any criminal convictions that are received during their employment/ service.

The Salvation Army will make a referral to the Independent Safeguarding Authority/Protecting Vulnerable Groups Scheme when there is harm or risk of harm to children or vulnerable adults or any relevant conduct has occurred or where an individual has received a caution or conviction for a relevant offence.