

# **Centre for Independent Living NI**

**Temporary**

**Assistant Independent Living Adviser  
(Belfast & South Eastern HSCT Areas)**

**12 month contract**

**Recruitment Pack**

**2<sup>nd</sup> November 2018**

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## **1. Acting Chief Executive's introduction**

Thank you for your interest in joining the team at the Centre for Independent Living NI (CILNI). CILNI is an organisation supporting disabled people in their independent living choices and in particular provides a range of services for people using or considering using Direct Payments / Self Directed Support.

We are currently seeking a Belfast based Temporary Assistant Living Adviser to join our Team of advisors to assist individual disabled people to set up and maintain flexible independent living packages. The Independent Living team, which works out of four offices across Northern Ireland, supports those wishing to access Direct Payments and Self Directed Support. The advice and support covers issues relating to managing personal budgets, the recruitment and management of personal assistants, community care, support planning and engaging with professional agencies.

In addition to the independent information and advice service, CILNI operates a payroll service for over 1,800 clients who employ their own personal assistants.

If you like the sound of this challenge and have the credentials and self-confidence to rise to it, then we'd love to hear from you. We would especially encourage applications from disabled people.

Come and be part of something exciting.

Best wishes

Bryan Myles  
Acting Chief Executive

## 2. About the Centre for Independent Living NI

We work together to enhance independence.

Our vision is to create a world where disability is not a disadvantage, as envisaged by the social model of disability.

Our mission is to deliver a range of quality services, which meet the needs of disabled people in Northern Ireland in a manner which facilitates their right to independent living in an inclusive society

Our five values how we work

- *Teamwork* - providing support to one another, working collaboratively and co-operatively, respecting one another's views and making our work environment an enjoyable and rewarding place to work
- *Excellence* - always striving for excellence and quality in everything we do
- *Commitment* - working with urgency and commitment to achieve best possible outcomes for members, clients and the organisation
- *Professionalism* - at all times acting with integrity and expertise, providing a quality service and being reliable and responsible

CILNI in numbers

- We have been operating for 16 years
- We dealt with over 8,500 enquiries to our information and advice service in 2017/18
- We have over 1,900 payroll service clients across Northern Ireland
- We are governed by a board directors selected from the CILNI membership
- We employ 28 staff across Northern Ireland
- We have four offices; our head office in Belfast with other offices in Armagh, Magherafelt and Omagh
- Our annual income in 2016/17 was around £700,000

### 3. Job description

<b>Role:</b>	Assistant Independent Living Adviser
<b>Accountable to:</b>	ILS Manager
<b>Annual Leave:</b>	20 days per year plus public holidays
<b>Location:</b>	CILNI Head Office, Beechill Business Park, 96 Beechill Road, Belfast BT8 7QN

#### Job Purpose

1. To assist in the delivery of empowering information, advice and support services to promote independent living by disabled people, regardless of age or impairment, and specifically in respect of Self Directed Support and Direct Payments.
2. To assist with the provision of a comprehensive service to disabled people and their support networks who wish to take on the management of their own Personal Assistants. Ensuring they have the necessary information, links with other support organisations, skills and training to become effective employers.
3. To work with clients, individually (which will at times require home visits) in their endeavours to achieve maximum independent living options.
4. To work with Health and Social Care Trusts and other relevant agencies to increase the uptake of Self Directed Support and Direct Payments.
5. To contribute to the work of the staff team in the development of Centre for Independent Living NI.

#### Main Responsibilities:

- To provide general information and advice to Self-Directed Support/Direct Payment users and potential users on their responsibilities under the Direct Payments scheme.
- Provide advice on the financial management of Personal Budgets (Direct Payments).
- Assist clients through the process of recruiting their own support staff.
- When required, refer clients on to senior CILNI staff or 3<sup>rd</sup> parties for support and guidance regarding the management of their support staff.

- Where appropriate, explain the work of and register clients with the CILNI Payroll Service to enable them to comply with HMRC and Pension Regulations. Alternatively, refer on to alternative forms of support available that will enable them to meet their legal obligations.
- Work closely with HSC Trust or Independent Living Fund (ILF) staff in relation to setting up or closing down of Direct Payment or ILF arrangements.
- Using the CILNI database, maintain detailed confidential client records of advice given, in accordance with statutory procedures and CILNI Policies.
- To promote awareness of the concept of independent living and represent service user views and requirements when attending events on behalf of the organisation.
- When required, provide support with training and workshops for users and potential users of SDS/Direct Payments, Health and Social Care Trust staff and representatives from other organisations.
- To contribute to the development of Centre for Independent Living NI.
- To carry out other duties considered mutually reasonable by the post holder and Independent Living Services Manager.

This job description is intended to give a general outline of the main duties of the post. The post holder will develop a more detailed individual work plan in line with the organisation's overall Operational Plan and specific objectives and targets contained in the Service Agreement with the HSCB.

## **4. Person Specification**

This role requires most, if not all, of the following and/or the potential to acquire the relevance experience and skills. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

### **Educational and/or Professional Attainment**

- GCSE Maths and English or equivalent
- Any relevant vocational qualification will be an advantage

### **Acquired Experience and Knowledge**

The successful candidate should be able to demonstrate experience or understanding of some or all of the following:

- Independent Living Movement and Social Model of Disability
- Services for disabled people (including support available from Health and Social Care Trusts)
- Direct Payments
- Employment issues related to Direct Payments
- Providing information/advice
- Self-Directed Support

### **Personal Attributes and Skills**

The successful candidate should have following personal qualities or skills:

- Personal experience of disability
- Good computer literacy
- Good communication (oral, written and presenting) skills
- Good literacy and numeracy skills
- Ability to work on own initiative as well as part of a team
- An understanding of current challenges faced by disabled people and their representatives
- Ability to encourage and motivate others
- Ability to work flexibly

## **5. Summary terms of appointment**

### **Contract Type**

This is a temporary position for 12 months with three months' probation

### **Location**

The normal place of work is CILNI's office in Belfast. There will be a requirement to travel throughout the Belfast and South Eastern HSC Trust areas.

### **Contracted Hours**

35 hours per week, excluding lunch breaks. Office opening hours are 9am - 5pm.

### **Salary**

£17,500

### **Pay date**

By the last day of each month

### **Pension**

The employer's pension contribution is three per cent of annual salary

### **Summary of Benefits**

- 20 days paid leave per annum and 1 extra day per year of service up to a maximum of 25 days
- 11 days paid bank holiday leave per annum
- Occupational sick pay scheme
- Employer funded health plan (under review)
- Free on-site car parking



## 6. Application Process

### Tips on Completing the Application Form

- Make it easy for us! When we read your application we are looking for evidence that you have the skills and experience listed in the **person specification**. We read your application carefully but it makes it much easier for us if you set out your evidence as clearly as you can in the supporting statement section of the application form. You can do this by taking each element of the person specification and providing a few sentences under each to explain how you meet that particular requirement.
- Spell it out. If you say for example that you have been a training co-ordinator we cannot assume you have the skills to deliver training. You might have booked people onto the course. You need to say that you have delivered particular training courses to whom and in what circumstances.
- Give evidence rather than assertions. A statement “I am a great communicator” is not evidence. The following statement is better: “When I was working at [job] I had to explain [subject] clearly and simply to clients. Client feedback showed that they understood what I told them and valued my style”. That way we can see more clearly what you think good communication is and how you know you are a good communicator.

### Application Form

If you would like to apply for this position please note the following information.

- Application forms will only be considered if they are word processed.
- Handwritten application forms will not be accepted.
- All sections of the application form must be completed in full and all information which is sought must be provided.
- Application forms received after the closing date will not be considered.
- CV's will not be accepted.
- Canvassing will disqualify.
- Evidence of educational and professional qualifications will be examined prior to appointment. If any of your qualifications are 'equivalent to' those stated on the Person Specification please provide evidence to show that your qualification is equivalent (i.e. examining body confirmation).
- Completed application forms should be submitted to [vivienne@cilni.org](mailto:vivienne@cilni.org) or to the CILNI office in Belfast. Contact details are on the front page of the Information Pack. If returning applications by email typing your name in place of the signature is acceptable.

### Reference Checks

We carry out rigorous reference checks on all potential employees and may make contact with previous employers for up to 10 years. Referees may be approached if you are shortlisted for interview, unless you specify otherwise.

### **Equal Opportunities Monitoring Form**

- Please return the Equal Opportunities Monitoring Form with your application.
- We request this information to help us promote equality of opportunity in employment for all job applicants, regardless of sex, marital status, disability, community background or ethnic origin.
- Our recruitment policy operates on the merit principle, i.e. we select the best person for the job. Only the job application form is considered by our recruitment panel, who shortlist and interview for vacancies. The monitoring questionnaire is retained for compiling statistical information.

### **Vetting**

Please return the Criminal Records Check Consent Form with your application. The successful applicant may be required to complete an Access NI check prior to the confirmation of appointment. Please be advised that the Centre for Independent Living adheres to the Access NI Code of Practice.

### **Selection Process**

- Closing date for applications is **Friday 2<sup>nd</sup> November 2018**

Candidates invited to interview should let us know immediately if they have any special requirements.