

# BEST BUDDIES

## Application Pack

**Dear Applicant,**

Thank you for expressing your interest in a position within the Best Buddies project at Compass Advocacy Network (CAN). We appreciate your enthusiasm and are excited about the potential to welcome you to our dynamic team.

At Best Buddies, we strongly believe in the power of collaboration and its transformative impact on our people with diverse abilities. Funded through the National Lottery Community Fund, the project is led in Northern Ireland by CAN and we will continue to play our part in the global Best Buddies movement offering friendship opportunities and a chance to take part in community life. Best Buddies is not just offering a job; it is presenting an opportunity for you to embark on a transformative adventure of personal and professional development. As you explore the possibilities within CAN, you will realize that every detail is a canvas of growth and potential.

We are actively seeking a candidate ready to embrace challenges and make a meaningful impact. At CAN, we are extremely proud of the service we provide. We have developed considerable experience in empowering the people we work with to think, act, change, create and grow so that they can reach their full potential and achieve their aspirations.

Once again, thank you for your interest in the Best Buddies Project. We eagerly anticipate the possibility of working together to create a world where abilities shine brighter than labels.

**Linda Mc Kendry**  
*Director of Services*



# OUR MISSION

Enhance the lives of people with learning disabilities, working with partners and agencies to provide an holistic range of support and development services to them, their families and carers.

# OUR VALUES

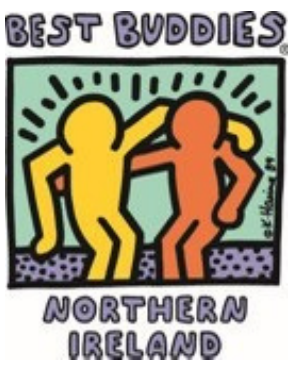
Our vision is a community in which those with learning disabilities are empowered to realise their potential in work, social and community activities.

As a result we aim to be the best we can - in an organisation that values respect, creates opportunities and actively encourages participation and empowerment.

I CAN

You CAN

We CAN



## WHAT IS BEST BUDDIES NI?

Best Buddies International is a nonprofit organisation dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, leadership development, inclusive living, and family support for individuals with intellectual and developmental disabilities (IDD).

Within Best Buddies NI, we like to have weekly social events where we can all come together and enjoy various activities from entertainment and dining out, to sport, culture, arts and crafts. We limit numbers attending certain activities as there is a lot of people within the group, but we try to involve as many people as possible.

Best Buddies NI aims to offer activities which are driven by our participants and we like to hear what they would like to do or try.

### PROGRAMME OUTCOME AREA:



### THROUGH OUR DELIVERY, BEST BUDDIES WILL OFFER OPPORTUNITIES FOR:



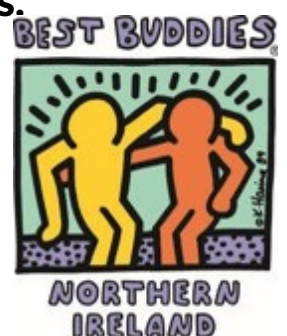
# ROLE DESCRIPTION

As Activity Co-Ordinator you will have responsibility to make and develop friendships which require support and build connections to enable participation in community-based leisure activities.

It will be your role to plan and match activities with individuals in line with their identified interests – such as shopping; bowling; going to the cinema; computers; arts and crafts etc. You may be assisted by volunteers and peer buddies. You will be responsible for the monitoring of all one to one friendships and recording all interactions and engagements.

## YOU WILL:

- Provide ongoing support and guidance to participants in the planning of their friendship activities.
- Ensure participants receive appropriate assessment, training and encouragement to develop friendship skills to build and maintain friendships and social relationships.
- Ensure participants are assisted to take part and integrate fully into their local communities.
- Develop productive working relationships with both the general public, local community organisations and businesses.
- Ensure a safe and clean environment is maintained at all times within the project through adherence to and in accordance with legislative requirement and company policy.
- Monitor & evaluate individual relationships, friendships maintained and other indicators or project milestones.
- Organise weekly social opportunities for participants.
- Ensure confidentiality is maintained at all times.





# PERSONAL SPECIFICATION

**Experienced candidates from all backgrounds welcome!**

**We are looking for people with a passion and drive to improve the lives of adults with learning disabilities or autism.**

**You will be a dedicated and pro active worker, believing in supporting Adults to achieve their dreams and aspirations**

Essential	Desirable
<p><b>Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>NVQ Level III/minimum 2 'A' levels at grades A-C or higher/equivalent WITH At least 2 years in the last 4 years' experience of working with vulnerable people/families within a community based environment (or part time equivalent);</li> </ul>	<p><b>Qualifications &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>A qualification in youth work, counselling or a relevant professional qualification in a health or social work-related field;</li> <li>Recent experience of working with people with learning disabilities and their families;</li> <li>Demonstrable project management experience;</li> <li>Demonstrable budget management experience;</li> <li>Experience in the management of challenging behaviour and/or complex needs.</li> <li>An interest in sports and leisure and/or experience of facilitating social and recreational activities</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Awareness of the legislative frameworks relating to Children &amp; Vulnerable Adults;</li> <li>Substantial insight into and experience of the barriers faced by people with learning disabilities in accessing social and leisure activities;</li> <li>A working knowledge of relevant statutory/voluntary organisations and their roles in providing support and leisure opportunities to those living in the community</li> </ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Experience of/and or understanding of advocacy services;</li> <li>Ability to carry out risk assessments.</li> </ul>
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Excellent interpersonal skills (both written and verbal) with the ability to interact effectively with young people, colleagues and families and to build relationships with external organizations;</li> </ul>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Ability to present reports both written and verbal clearly, accurately and to a standard appropriate for external presentation;</li> </ul>



# PERSONAL SPECIFICATION

<ul style="list-style-type: none"> <li>• Good presentation and literacy skills, with the ability to convey information in plain English to a range of <u>audiences</u>;</li> <li>• Competent IT Skills (Word, Outlook, Excel, Publisher)</li> <li>• Able to prepare Support Plans for individual service users.</li> </ul>	
<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to bring out the best in people regardless of communication needs or physical <u>barriers</u>;</li> <li>• Ability to think creatively and inspire enthusiasm in <u>others</u>;</li> <li>• Good time management and organisational skills and an ability to prioritise workload in a crisis.</li> <li>• Ability to work independently as well as in a team in the delivery of a holistic service to project <u>participants</u>;</li> <li>• Ability to network and liaise with a range of voluntary and statutory agencies in an effective manner.</li> <li>• Willingness to develop skills and undertake such additional training as appropriate.</li> </ul>	
<p><b>Attitudes:</b></p> <ul style="list-style-type: none"> <li>• To practice in a non-judgemental manner and respect the rights, responsibilities and opinions of <u>others</u>;</li> <li>• A commitment to the organisation's vision and values and policy of informed <u>choice</u>;</li> <li>• To be aware of the importance of maintaining professional boundaries and confidentiality within the working environment.</li> </ul>	
<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Due to nature of the work which involves contact with vulnerable adults the candidate will be vetted.</li> <li>• Hold a clean, valid driver's licence and have access to a car (this can be waived in</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



# PERSONAL SPECIFICATION

the case of an applicant who is able to organise suitable alternative arrangements which enable them to meet the duties of the post and fulfil the terms and conditions of their contract)

- Flexible and responsive to the needs of the project including willingness and ability to travel and to work unsocial hours, including weekends and evenings, with occasional overnight stays;
- Able to fulfil the physical requirements of the post

Short listing will be carried out in respect of the Essential Criteria but in the case of a large number of applicants we reserve the right to enhance the short listing criteria to include the Desirable requirements.



# HOW TO APPLY

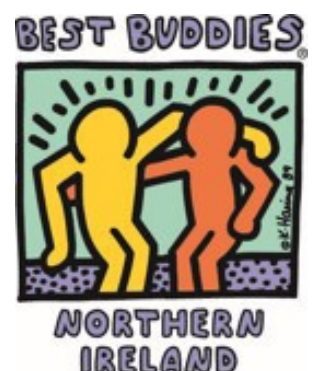
**Kindly submit your CV along with a covering letter addressing the following:**

- **Your knowledge of the Best Buddies movement**
- **Why you are attracted to this role.**
- **How you meet the Essential and Desirable Criteria outlined in the Personal Specification, providing examples.**
- **How you feel you will be able to contribute to our mission, vision and values.**

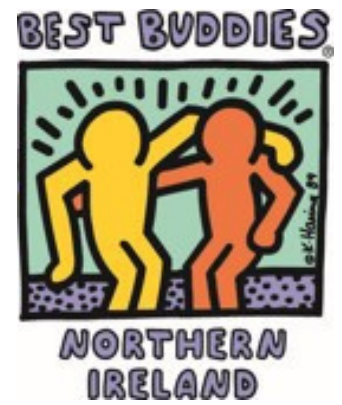
**Please ensure your cover letter is concise, keeping it to less than two sides of A4, as failure to do so may affect your application.**

**Please submit your completed application (CV & cover letter) to [codie@compasspeople.org](mailto:codie@compasspeople.org) and submit your completed monitoring form, contained within this pack under a separate email cover to [linda@compasspeople.org](mailto:linda@compasspeople.org)**

**Closing date for completed applications is Friday 11th October at 12.00 noon**



# FURTHER INFORMATION



**We are committed to safeguarding adults and vulnerable people, ensuring equal opportunity for all applicants.**

## EQUAL OPPORTUNITIES

**CAN is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit**

## DISABILITY

**In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.**

**If you consider yourself to have a disability relevant to the position for which you are applying, please contact our recruitment team on 028 2752 3056 so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.**

## ACCESS NI (CRIMINAL CONVICTIONS CHECK)

**All successful applicants will be required to complete an Enhanced Disclosure through Access NI.**



# EQUALITY MONITORING FORM

Ref:

**Introduction:**

**We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.**

**We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.**

**You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.**

**Community Background:**

**Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.**

**Please indicate the community to which you belong by ticking the appropriate box below:**

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the

Roman Catholic communities:

**If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.**

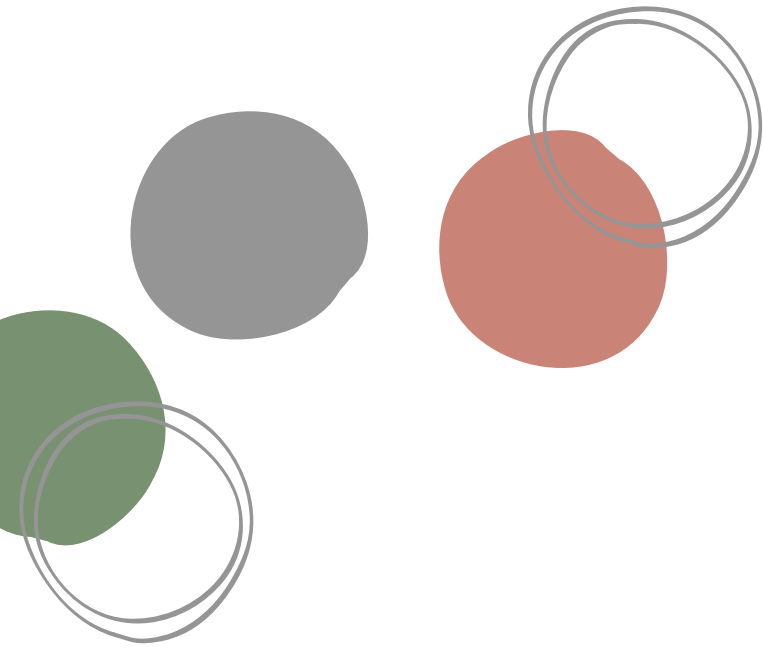
**Sex: Please indicate your sex by ticking the appropriate box below:**

Male:

Female:

**Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.**

**For more information please contact:  
Codie Murray (Project Manager)  
codie@compasspeople.org**



**CANCan**

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BT53 7DD**

