

Improving the lives of
Older People in Ballymena,
Larne & Carrickfergus

Mid & East Antrim
Agewell
Partnership

INFORMATION
FOR APPLICANTS

Dots
Delivering Options through Tailored Solutions

Home & Life
Assistant

We're an
**Age-friendly
Employer**



Who are we?

Dots (Delivering Options through Tailored Solutions) is the dynamic new Social Enterprise from **Mid & East Antrim Agewell Partnership**. Dedicated to enhancing the lives of Older People within the community, Dots offers a range of bespoke services and innovative solutions designed to address the unique needs of our clients.

Agewell is local charity aimed at improving the lives of Older People, aged 50 years and over, living in the Ballymena, Larne & Carrickfergus areas.

Since its inception, the charity has grown in strength and now supports a membership of over 75 community groups as well as over 1800 individual Older People from all over Mid and East Antrim through a variety of health and wellbeing services and initiatives.

Our Vision

Agewell's vision is for "Mid & East Antrim to be a place where everyone can actively 'agewell' together, being involved, heard and valued".

Agewell listen to Older People's lived experience to pursue opportunities that will improve health and wellbeing for the ageing population in our community now, and in the future.

By reinvesting profits into the Charity's broader initiatives, Dots not only provides practical support but also contributes to the sustainability of vital programmes that promote health, wellbeing for Older People across Ballymena, Larne & Carrickfergus.



Better
PHYSICALLY



Better
EMOTIONALLY



Better
CONNECTED



Our Reward Statement

Encouraging work life balance

- 37 days Annual leave including bank holidays (pro rata)
- Flexible contract options

Thinking about your finances

- Auto Enrolment in our Workplace pension with Employer contributions at 3%
- Business Expenses and Mileage

Enriching your life at work

- Personalised development plans with a range of training courses
- Active and supportive employee networks for collaboration and peer support

Caring for you and your family

- Additional Mental Health Leave Days
- Special leave options (such as up to 3 days paid leave for domestic or personal emergencies a year)
- New family-friendly benefits, including paid leave: In the event of miscarriage or still birth, to support fertility treatments or adoption process for antenatal appointments for both parents

Job Title	Home & Life Assistant
Location	Broughshane House, 70 Main Street, Broughshane
Hours	Various contracts available
Hourly Rate	£12.60 per hour
Responsible to	Executive Director for Community Programmes
Annual Leave	37 days Annual leave including bank holidays (pro rata)
Term of Contract	Varied Contracts Available

Job Purpose

We are seeking caring, dependable, and proactive individuals from all walks of life to provide personalised, non-medical support to people living in their own homes.

In this role, you'll assist clients in their homes and within the community, helping them stay independent, enjoy a better quality of life, and stay engaged in their daily routines. These services are flexible, paid on an hourly basis, and tailored to suit the unique needs of each person.



Key Roles and Responsibilities

In-Home Responsibilities:

- Perform light housekeeping tasks, such as cleaning, organising, and laundry.
- Assist with meal preparation, including planning, shopping, and light cooking.
- Offer technical support for devices and home technology.

Community-Based Responsibilities:

- Accompany clients to appointments, shopping trips, and errands.
- Provide transportation and companionship for social or recreational activities.

Lifestyle and Leisure Support:

- Support hobbies, crafts, and other recreational activities.
- Facilitate light physical activities, like walking.
- Provide assistance with pet care, including feeding and walking.

General Expectations:

- Maintain a professional, respectful, and friendly demeanour at all times.
- Adhere to strict confidentiality regarding client information.
- Align with client preferences and requests.
- Communicate effectively to understand and clarify client needs.
- To comply with all Agewell policies and procedures.



Supervision Received

Direct supervision by the Executive Director for Community Programmes & Finance, but the Home & Life Assistant is expected to display significant initiative within the framework of agreed work-plans.

Work Complexity

The job requires the application of a wide range of skills, and an ability to effectively manage time and resources. This position is central to the overall success of the work of Agewell. It requires initiative, enthusiasm and drive.

Confidentiality

The post holder should ensure professional confidentiality as appropriate.

At Agewell we pride ourselves in being able to offer exciting opportunities and training to staff members to allow them to work on their professional development within the organisation.

General

The job description is a general outline of the post as it is currently perceived by Agewell. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide. The responsibilities of the post will change in line with continuous improvements as Agewell aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.

- Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.
- Staff are expected to demonstrate their commitment to Agewell by their regular attendance and the efficient completion of all tasks allocated to them.
- Staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
- Staff must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety or welfare.
- Staff must follow the training they have received when using any work items their employer has given them.
- The post holder will maintain high standards of personal accountability.

Skills and Abilities

- To be able to relate to and communicate with people at all levels.
- Excellent interpersonal and communication skills, with a patient and understanding approach.
- Strong organisational skills and ability to multitask effectively.
- A desire to put something back into your community.

Circumstances

- Valid driver's license or access to reliable transportation for community-based services.
- Flexibility to work varied hours, including occasional evenings or weekends, based on client needs.
- Physical ability to perform light household tasks and provide active support.
- To comply with all Agewell policies and procedures.

Desirable Criteria

- Previous experience within supporting individuals in any way.
- Knowledge and understanding of the challenges faced by older people.
- Basic knowledge of community resources and activities in the local area.

Recruitment Process

How to apply

Our informal and relaxed recruitment process is designed to be welcoming and inclusive for candidates of all ages. We focus on getting to know you beyond just your working life, valuing life experience and diverse backgrounds. There's no pressure—just a simple application form and a friendly conversation to understand your skills and how they align with the Dots Team.

Whether you're re-entering the workforce or seeking a fresh start, our process is flexible, understanding, and designed to make you feel comfortable and respected at all times.

To apply, complete the Dots Application Form and the Agewell Equal Opportunities Form. Printed copies are available upon request. Email your completed forms to recruitment@meaap.co.uk or return them to our office, addressed to **Agewell Recruitment, Broughshane House, 70 Main Street, Broughshane, Ballymena, BT42 4JW.**

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

For any queries, please contact recruitment@meaap.co.uk or **02825658604.**



10 Privacy Notice

Mid & East Antrim Agewell Partnership collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

What information does the company collect and how?

Agewell collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history; information from interviews and phone-screenings you may have;
- information about your current level of remuneration, including benefit entitlements; information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Agewell process personal data?

Agewell collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Agewell has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Who has access to data?

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, and managers in the business area with a vacancy.

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Agewell protect data?

Agewell takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

For how long does Agewell keep data?

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which employee data is held will be provided to you in a separate privacy notice.

Your Rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- require Agewell to change incorrect or incomplete data;
- require Agewell to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Agewell is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Agewell during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Agewell

Mid & East Antrim
Partnership



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