



Candidate Information Pack

Opportunity • Choice • Inclusion



Contents

Content	Page No
Foreword from CEO	3
Our Vision, Mission & Values	4
Strategic Plan & Structure	5
Our Impact in 23/24	6
Values Competency	8
Guidance Notes on Completing Your Application	9

Foreword from CEO



Dear Applicant,

Thank you for expressing your interest in The Cedar Foundation. We are a leading organisation in the third sector, providing support and services to people with disability, autism and brain injury to live the lives they choose. We are proud of our status as an Investors in People Platinum organisation, and of our track record as an EFQM award winning organisation that; "Leads with Vision, Inspiration and Integrity."

Cedar plays an important role in influencing and shaping the development of disability support services in Northern Ireland and has well developed links with a range of innovative local, national and international partner organisations. We operate across Northern Ireland from a range of locations and our dedicated staff team of over 600 people is committed to working in partnership with our service users in the design, development and review of services. You can find out more about our history and services on our website.

If you share a commitment to the Vision, Mission and Values of Cedar, and have the skills and experience outlined in the advertised role, we want to hear from you!

This pack is designed as a supportive tool and includes relevant information relating to our organisation and the selection process.

We look forward to receiving your application.

Elaine Armstrong

Chief Executive Officer

Our Vision, Mission and Values

An inclusive society for all!

Our Mission is to support individuals and families living with disability, autism and brain injury to live the lives they choose.

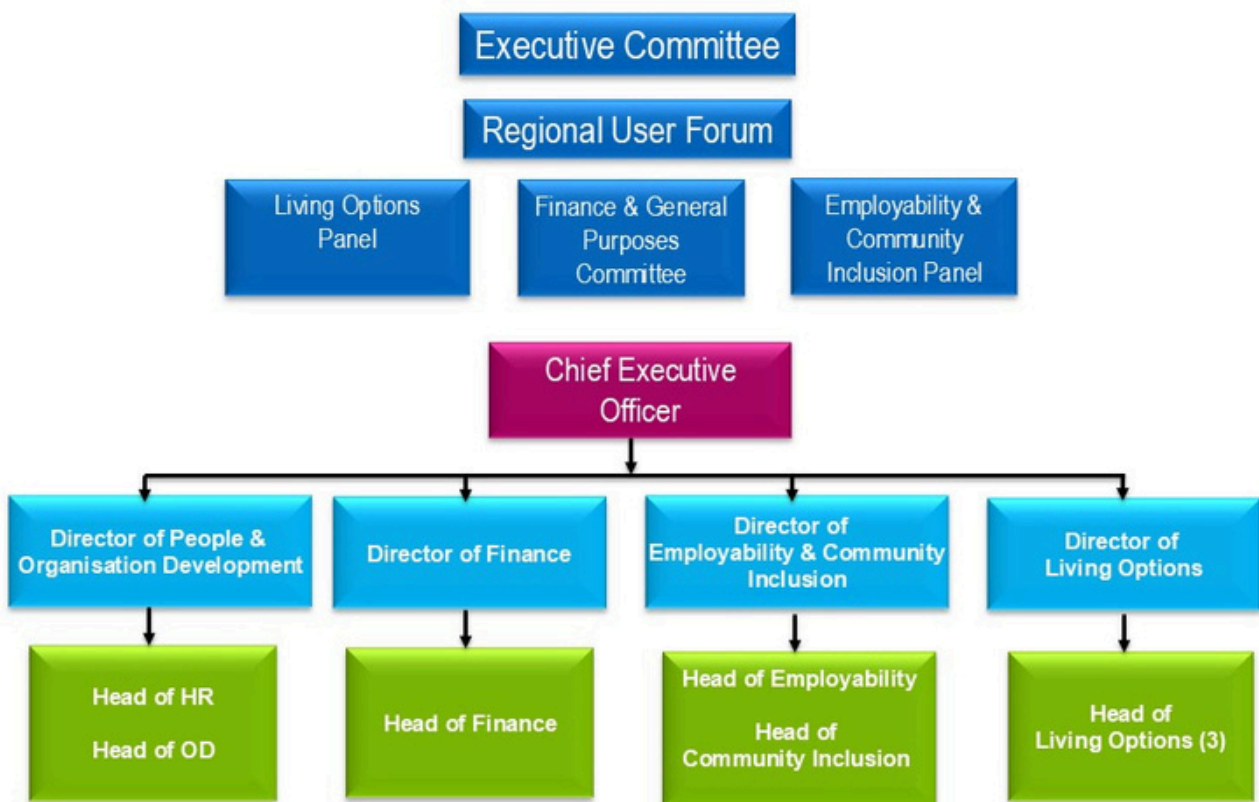
C	E	D	A	R
Collaboration	Equality	Dignity	Achievement	Resilience
<p>We are committed to ensuring our services are developed in partnership. We believe we work at our best in active collaboration with our service users, staff and partners.</p>	<p>We recognise the importance of a diverse and inclusive community and we will make certain that everyone has an equal opportunity to make a contribution and this contribution is valued.</p>	<p>We guarantee dignity is at the centre of high quality, person centred support and our services are delivered with respect, care and compassion.</p>	<p>We believe in ensuring that everyone involved within our organisation can achieve their full potential. Our ambition is to be recognised for our ability to deliver at an individual, team and organisational level.</p>	<p>We are an adaptable, forward thinking and resilient organisation that sees difficult situations as an opportunity. We promote creativity and innovation, supporting each other to have the individual and collective strength to achieve this.</p>

Strategic Plan

Our Strategic Plan (2021 - 2026) was co-produced through engagement with our service users, staff and Executive Committee to ensure that our work priorities are relevant and aligned to need. It sets out a clear vision for our future and guides us in everything we do. Our Vision of an inclusive society for all and our Mission to support individuals and families living with disability, autism and brain injury to live the lives they choose, will underpin every aspect of our work. Scan or click on the QR Code to read out current plan.



Organisational Structure



Impact 2023/24

We supported

2,888

children and adults living with disability, autism or brain injury to live the lives they choose

99%

of our service users were happy with their service*

2,009

supported to work, learn, connect in their own communities



181

people with disability supported to live in homes of their choice



698

supported to maintain their tenancy and live in their own home



Cedar is like an anchor in the storm, it is wonderful to know that the service is there for me.

Before my support worker became involved, I was extremely detached, anxious and lonely.

What We Achieved*

Live

100%

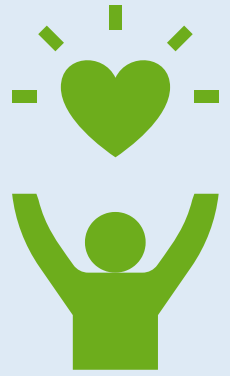
Residents / tenants reported they were happy with their care and support

179

Individuals and families supported through respite/short breaks

89%

Service Users made progression in their housing support goals



Connect



69%

Increased knowledge of activities in their local area

74%

Autistic young people and adults reported improved relationships with others

292

Activities for young people to make friends and have fun

112,787

Hours of community-based day opportunity activity for adults

Learn & Work

90%

Young people in Transitions reported having the right supports to achieve their best

156

Participants moving to further education and training

102

Participants supported to secure and/or sustain jobs

95%

Individuals reporting they had gained new skills and experience for work



Influence



51

User Forum members trained & sitting on interview panels

14

Consultations responded to by User Forum

41






Volunteers supporting our work

497

Individuals completed disability awareness sessions

Values Competency

All candidate will be assessed at interview against our values.

Values Competency	
Value	Examples
 Collaboration	<ul style="list-style-type: none"> • I work well with others and value everyone’s contribution. • I work as part of a team looking for opportunities to support and help people in both my own and other teams. • I seek feedback to continuously improve how I work. • I actively engage people in things that affect them. • I promote a culture of collective leadership.
 Equality	<ul style="list-style-type: none"> • I act in a fair and respectful way when dealing with others. • I actively listen to colleagues and others and am open to their ideas. • I apply fair and consistent standards in my dealings with others. • I am aware of and comply with Equality, Diversity & Inclusion policies.
 Dignity	<ul style="list-style-type: none"> • I take account of the impact of my own behaviour on others. • I respect the views of others and can show mutual respect. • I act with appropriate empathy. • I learn from others by listening carefully to them.
 Achievement	<ul style="list-style-type: none"> • I am committed to best practice & shared learning. • I take responsibility for my decisions and actions. • I identify opportunities to share knowledge & learning with my team. • I actively encourage team working, changing ways of working to facilitate collaboration for the benefit of all.
 Resilience	<ul style="list-style-type: none"> • I understand and share the feelings of others. • I recognise my thoughts and emotions and manage them. • Being flexible and willing to adapt to change. • I take personal responsibility for my own performance. • I take ownership of problems and seek to deliver positive outcomes. • I am confident to challenge unacceptable behaviour & practice. • I demonstrate perseverance during times of challenge.

Guidance Notes on Completing Your Application

Please complete the online application process via the Cedar GetGot portal. To ensure an equitable recruitment process, CVs in lieu of the application form cannot be accepted.

The application process is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the shortlisting criteria. You should ensure that ALL sections of the application form are completed. When demonstrating how you meet each criteria, provide evidence of your experience, including job title, start & end dates / length of experience.

The panel shortlist against the essential criteria as detailed in the personnel specification. When shortlisting, the panel can only consider the information contained in the box provided for each of the criteria. They cannot make assumptions from other parts of the application form. All candidates must meet the essential criteria to be considered for interview. The panel can decide to apply the desirable criteria in situations where there is a high volume of candidates meeting the essential criteria. The Cedar Foundation reserve the right to use any of the desirable criteria.

Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities and Criminal Convictions Disclosure sections of the application process. These forms will not be disclosed to anyone involved in shortlisting your application or the recruitment decision making process.

Access NI (Criminal Conviction Check)

Where relevant to role, the successful candidate can be subject to an AccessNI check.

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 HR team recruitment@cedar-foundation.org to discuss so that we can process your application fairly and to consider any specific reasonable adjustments for you during the recruitment process.

References

Please ensure you provide details of two referees, one of whom must be your most recent employer. Referees will not be contacted until after the interview process.

Application Close Date

The close date and time of the vacancy will be on the Job Advertisement.

Late applications will not be accepted. It is your responsibility to ensure that the completed application has been received by the closing date and time. Please be aware that as your application is being submitted online you should allow time to ensure, even if there are technical issues that your application is received on time.

Interview

If you are shortlisted, you will receive an invite to interview to the email address you supplied on your application. Please ensure you check any junk filters.

Interviews can be held virtually or in person, relevant details will be contained in your invite correspondence. Candidates' are assessed against a number of value and competency based interview questions that directly link to the Job Description / Personnel Specification. In some circumstances the candidate may be asked to prepare a presentation or participate in an assessment centre.

Contact

If you have any further questions regarding your application, please contact our recruitment team on recruitment@cedar-foundation.org.

Thank you for your interest in The Cedar Foundation and we wish you success with your application!!



Head Office:

The Cedar Foundation,
1 Ravenhill Reach Close
Ormeau Embankment
Belfast BT6 8RB

communications@cedar-foundation.org

www.cedar-foundation.org

Data Sources

*Service user satisfaction is measured using Servqual, a standardised customer evaluation tool

*Outcomes and impact data is gathered using iplanit and other internal information management systems

Cedar is registered with The Charity Commission for Northern Ireland NIC101121

Come and say Hi!

  @cedarfoundation

 @cedar-foundation

 @cedar_ni