

# HR Officer Candidate Pack

We want a world that is Disability Positive



Charity No: 1091744  
Company No: 4050994

disability  
**positive**

The new name for  
**Cheshire Centre for Independent Living (CCIL)**

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# Introduction

Dear Candidate,

Thank you for your interest in Disability Positive, a charity that has dedicated itself to the lives of people with lived experience of disability and long-term conditions, and their families across Cheshire and surrounding areas since 1992.

We pride ourselves on being a great place to work and progress, and we employ an amazing workforce of over 70 people. We have experienced substantial growth since inception and our services have successfully increased to the point that we are well recognised as a trusted, influential, and supportive organisation; providing services, opportunities, and voice to over 10,000 people with lived experience of disability and long-term conditions per year.

We know it matters, as we live with disability and long-term conditions too.

We hope that you are the kind of person we are looking for, someone; organised, driven and professional to work within our office functions team. If you are interested in the role, please return your completed application to [hr@disabilitypositive.org](mailto:hr@disabilitypositive.org)

We'd love to hear from you.

**Lynne Turnbull**  
Chief Executive Officer



# Who are we?

## We are Disability Positive.

We are a charity based in Cheshire and work mostly in the North West. We love working with others who think like us.

We provide services, opportunities and a voice to people living with disability and long-term health conditions and their families.

We have services to help people with everyday life, being part of their local community and looking after their own wellbeing.

We can offer advice, help with practical tasks and advocate for people in lots of different situations.

We listen and share people's experiences to influence positive change in government policy.

We know it matters, because we live with disability and long-term health conditions too.

## Our Values

- **Positive:** It's not just our name, it's how we approach every challenge and opportunity.
- **Collaborative:** We don't believe we can do everything ourselves; we love working with others who think like us.
- **Representative:** We are here to be the voice of people living with disability and long-term health conditions.
- **Ambitious:** We are not going to change the world without thinking big.
- **Trustworthy:** We need to be a place where people feel safe and can come freely for honest and impartial advice and support.

The social model of disability is the starting point for everything we do and is the idea that people are not disabled by their condition, but by a world that doesn't meet their needs.



# Our Services: For Adults

## **Arrangement of Care and Support Service**

Support with making sure people's care works for their needs.

## **Advocacy**

Supporting people to say what matters to them and upholding their rights.

## **Good Company**

A fully accessible social group for adults, meeting regularly with the opportunity for day trips too.

## **Payroll**

Supporting people who employ Personal Assistants with payroll management.

## **Supported Banking**

Getting support with banking and auditing for direct payment recipients.

## **Learning Service**

Access to learning and development opportunities for people who employ Personal Assistants, and their Personal Assistants.



# Our Services: For Children and Young People

## **Advocacy**

Supporting people to say what matters to them and upholding their rights.

## **Arrangement of Care and Support Service**

Support with making sure people's care works for their needs.

## **Cheshire West Creative Breaks**

For parents or carers of a child or young person aged 0-19, living in the Cheshire West and Chester area, who need a short break from their caring responsibilities.

## **Buzz Youth Group**

A fully accessible youth group supporting those aged 5-18 to try new things and meet new friends.



# Our Services: For Everyone

## Volunteer Opportunities

We couldn't be without our team of dedicated and enthusiastic volunteers. People can volunteer their time across a range of services, or join us for a work placement, to gain new skills and contribute to our work.

## Membership

We need our members to share their views so that we can continue to develop our services, and be a strong voice to influence local, regional and national government policy.

We welcome anyone with lived experience of disability or a long-term condition or with caring responsibilities.

## Policy Influencing

Policy influencing is what we do to influence positive change with local, regional and national government. We want to be a voice for our members and people with experience of disability and long-term conditions and use their views and experiences to influence the kind of changes we want to see.



# Organisational Structure

We are a registered charity and company limited by guarantee.

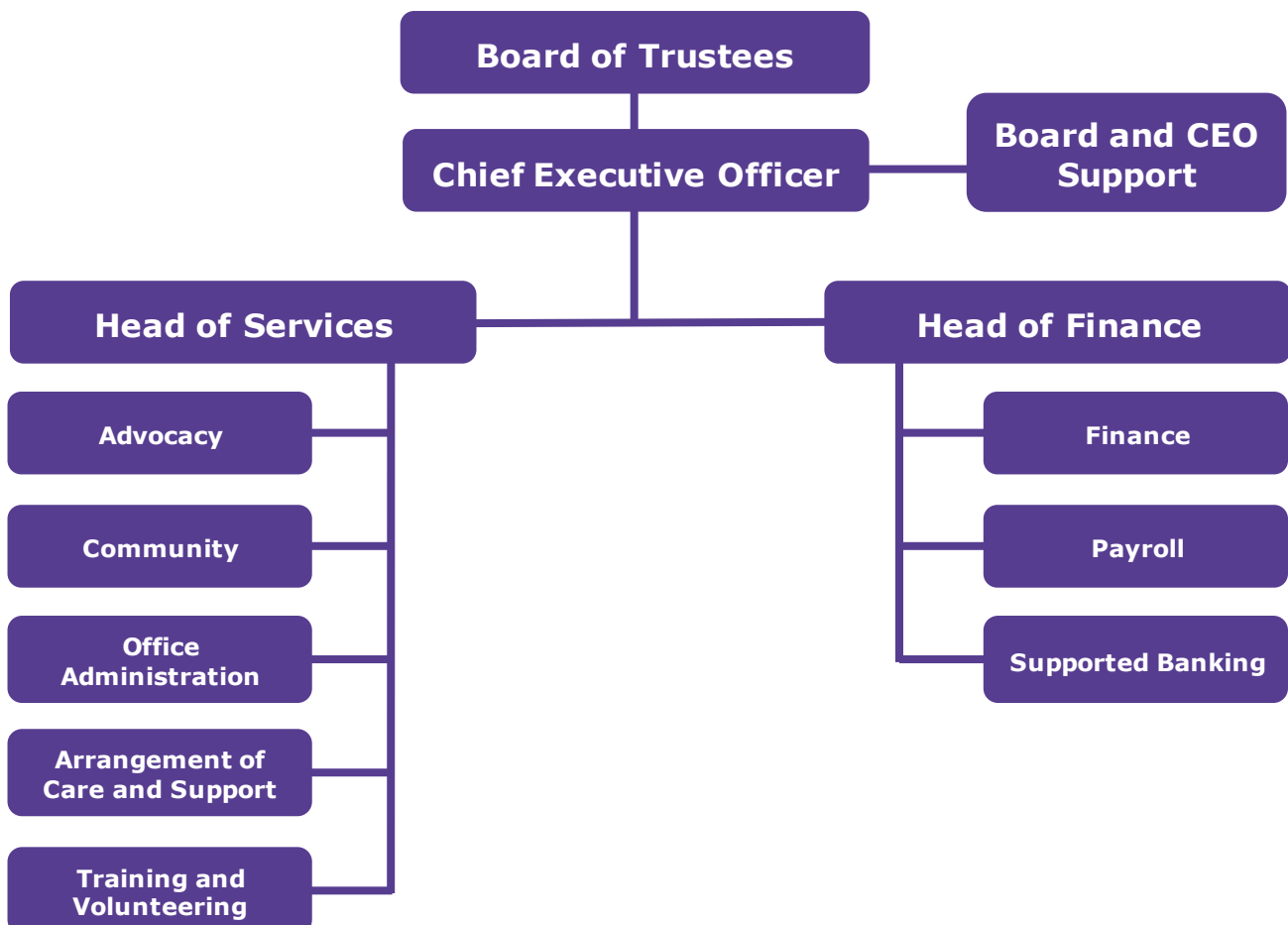
We are governed by 11 trustees who are known as our Board of Trustees. The Board of Trustees are both Directors of the company for the purposes of the Companies Act 2006 and Charity trustees for the purposes of the Charities Act 2006.

The Board of Trustees are responsible for the governance of Disability Positive. Our Board of Trustees have lived experience of disability and long-term conditions and bring a mix of skills that are essential to good governance, ensuring that our activities are conducted in line with our charitable objects, as detailed within our Articles of Association. In addition, we have over 240 members of the charity who all have lived experience of disability and long-term conditions.

Day-to-day management is delegated to the Chief Executive Officer and Senior Staff through a Scheme of Delegation of Board Authority.

We currently employ 56 FTE staff (71 people), with additional support across our services through volunteers. 60% of our workforce also have lived experience of disability and long-term conditions.

## Our Organisation Chart





# Future Plans

We have finalised our new Strategy 2020 - 2023, with a focus on three strategic themes:

- Positive about offering services that suit the needs of people with lived experience of disability or long-term health conditions.
- Positive about providing the opportunity for people with lived experience of disability or long-term conditions to be part of community life.
- Positive about giving a voice to people with lived experience of disability or long-term health conditions.

We are in a strong financial position, with a robust balance sheet and reserves policy which has supported and should continue to support expansion of our services.

A major part of our income comes from delivering services under contract with a number of Local Authorities and Clinical Commissioning Groups in Cheshire East, Cheshire West and parts of the North West. We also provide a number of services that individuals purchase directly from us.



# Job Description and Person Specification

<b>Job Title:</b>	HR Officer
<b>Grade:</b>	4
<b>Salary:</b>	£23,823 pro rata (rising to £25,015 pro rata post probation)
<b>Hours:</b>	22.5 hours per week
<b>Holiday Entitlement:</b>	28 days (pro rata)
<b>Direct Reports:</b>	None
<b>Reporting to:</b>	Office Manager

## Purpose

To provide Human Resource support to management regarding employee relations, performance management, recruitment and induction, change management and best practice.

# Scope

## Business Skills

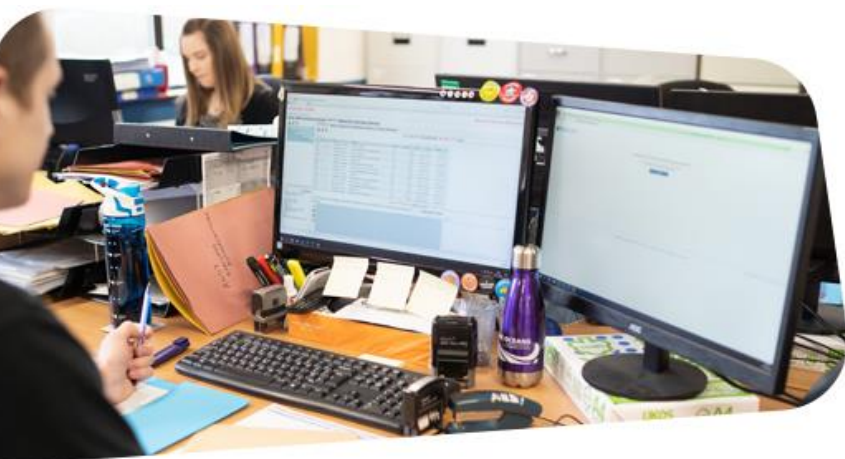
- Demonstrates an analytical and methodical approach to problem solving.
- Absorbs and applies technical information.
- Has a thorough understanding of their job and how own role relates to other roles and to the business of the employer.

## Complexity

- Has defined areas of responsibility.
- Due to experience gained may provide guidance to less experienced staff.
- May be responsible for a small internal business project or process.
- Uses discretion in identifying and resolving complex problems.
- Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

## Autonomy

- Accountable for delivering assigned tasks within broader projects or functions.
- Operate as a competent professional with minimal supervision.
- Limited decision-making scope on how tasks are to be fulfilled.
- Can easily determine when work should be escalated to a higher level.



# Key Tasks

## Governance

- Ensure that the Company has efficient and effective HR processes in place to effectively manage/reduce risk.
- Maintain sufficient relevant knowledge concerning the security of information and systems.
- Maintain awareness of the requirements of Company HR related policies and communicate any changes.
- To report against key performance indicators.

## Communication & Relationships

- Build an effective working relationship with the Office Manager.
- Support Management with all internal HR processes to ensure fairness, consistency, accurate notes of meetings and relevant outcome correspondence.
- Ensure that the Management Team receives appropriate advice and information on all relevant HR matters.
- Provide reports for presentation at Management meetings, regarding performance of Company Human Resources and escalate any key risks, as required.
- Uphold the Company values.
- Keep up with developments in the sector of relevance to the role and modern business practices by reading legislative updates, guidance and consulting with peers.
- Provide support for employees who require advice on general HR matters.

## Other Key Tasks

- Liaise with our outsourced employment law solicitors regarding HR matters and ensure any final communication is in line with Company Policy/Brand guidelines.
- Issue a Reward Statement to all staff on an annual basis.
- Monitor sickness absence and support absence management procedures, as required.
- Assess equal opportunities monitoring for recruitment and selection.
- Manage the day-to-day requirements of HR matters.
- Undertake any other duties so directed by the Office Manager and within the scope of this post.

# Person Specification

Criteria	Essential	Desirable	Assessed by
<b>Qualifications Experience</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with a range of HR issues.</li> </ul>	<ul style="list-style-type: none"> <li>• CIPD qualified or relevant professional qualification.</li> <li>• Previous experience of analysing and reporting data.</li> <li>• Previous experiences of working with HR strategies and initiatives.</li> <li>• Experience of working with HR software.</li> </ul>	Application and Interview.
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good depth of general HR knowledge in key areas of UK employment law.</li> <li>• Knowledge of the Social Model of Disability.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the role of support organisations that promote independence of disabled people.</li> </ul>	Application and Interview.
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills both written and oral.</li> <li>• Ability to interpret and communicate complex advice accurately and sensitively at appropriate levels, to minimise risk.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Ability to work under pressure, set priorities and meet deadlines.</li> <li>• Problem solving skills</li> <li>• Drive, energy, and enthusiasm.</li> <li>• Self-motivated.</li> <li>• IT literate.</li> </ul>		Application and Interview.
<b>Other</b>	<ul style="list-style-type: none"> <li>• A commitment to equality and diversity.</li> <li>• A commitment to the Company vision and values.</li> </ul>	.	Application and Interview and Pre-Offer Checks.

# Recruitment Process

## How to apply

If you are interested, please complete the following, and return by email or post to the details on the covering letter:

- a job application form,
- and recruitment monitoring form.

## Timetable

**Deadline for applications:** 23.59 16 June 2021

**Short listing:** 17 June 2021

**Interviews:** 23 June 2021

## What we do with your data

In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided in your application will be used as part of the recruitment and selection process and may be disclosed to those who need to see it.

It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our [HR Privacy notice](#).

## Contact Us



**Address:** Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU

**Telephone:** 01606 331 853

**Email:** [info@disabilitypositive.org](mailto:info@disabilitypositive.org)

**Website:** [www.disabilitypositive.org](http://www.disabilitypositive.org)

**Facebook:** [www.facebook.com/disabilitypositive/](http://www.facebook.com/disabilitypositive/)

**Twitter:** [www.twitter.com/dis\\_positive](http://www.twitter.com/dis_positive)

**Instagram:** [https://www.instagram.com/dis\\_positive/](https://www.instagram.com/dis_positive/)