



Supporting health, independence and learning

INFORMATION FOR APPLICANTS ►

O ABOUT IMPACT

Set up in 1978, Impact has grown to become one of the largest charities operating in Sussex with a financial turnover of approximately £2 million per annum. The energy and commitment of our staff and volunteers has been essential to the development and success of a diverse and forward-thinking charity.

Employing over 70 staff and deploying 200 volunteers, Impact provides services for young people, adults and children to support health, independence and learning. Our key service areas are advocacy, children and young people's services, housing and support for young women, older people's services and specialist vocational support. Working with a range of strategic partners, Impact has a major role in local social and economic regeneration.

Our key priorities are to continue to develop and manage specialist services that support health, independence and learning, to offer quality services and to promote user involvement and voluntary activity within the organisation.

EQUAL OPPORTUNITIES STATEMENT

Impact is committed to both the elimination of unfair discrimination and the promotion of equal opportunities. Impact's code of practice in employment and service delivery are designed to counteract and prevent discrimination.

We wish to employ the best possible staff and therefore intend to offer equality of opportunity by ensuring that no person is disadvantaged or discriminated against in seeking employment, or for any reason during their employment with us. Applicants will be considered only on the basis of their suitability for the post.

No applicant receives less favourable treatment on the grounds of race, colour, nationality, belief or religion, sexual orientation, gender, marital status, physical or mental disability, age or trade union membership or non-membership.

O OUR COMMITMENT TO JOB APPLICANTS

We are committed to making sure that we provide equal opportunities in employment.

We will make sure that we do not discriminate when we decide whom to employ so that the best people are appointed to deliver our services.

We will only consider applicants for jobs on the basis of their relevant experience, qualifications, skills and abilities.

WHAT WE CAN OFFER

We take our responsibilities towards our staff very seriously and we are currently working towards Investors in People status. We offer continuing staff development and encourage on-going training.

We also offer a range of employee benefits including:

- Flexible working scheme in place for the majority of staff
- Generous annual leave entitlement
- A stakeholder pension scheme into which Impact contributes 3% of your salary (following probationary period)

HOW DO WE SELECT APPLICANTS FOR INTERVIEW?

We look at the experience, skills and abilities required to do a specific job. We use these criteria to help us decide, in a fair and objective way, who is called for interview.

We aim to ensure that our selection processes are conducted in a fair and professional manner. We recognise that you may have a disability that could affect your application (for example a disability affecting handwriting or spelling). Please inform us of any disability at the time of submitting your application so that we can make arrangements to consider your application fairly.

O HELP WITH COMPLETING YOUR FORM

Your completed application form will contain all the information we will know about you. Please give as much relevant information as possible. Our decision on whether to shortlist you for interview will be based solely on your application form.

All the information you provide is confidential. Please type or write in black pen, and please try to confine your application to the space allowed. If you run out of space you may attach a continuation sheet, but please do not stick on pieces or fold the form.

It is not our policy to consider curriculum vitae (CVs)

Begin by reading through all the information supplied in the recruitment pack, paying particular attention to the person specification in the job description.

Complete each section of the application form.

On page 3 of the application form you are asked to provide a supporting statement. Think about how your experience, skills and abilities help you to meet each criteria specified in the person specification.

Address each of the criteria in turn. It is important to provide evidence of what you say with examples. Specify your own experience and not the general work of your office or project.

As well as your previous work experience, tell us about other relevant experience such as community, voluntary, leisure and other interests.

Please include any other skills and abilities that could help you do the job.

We place a great deal of emphasis on equal opportunity. It is therefore vital throughout your answers that you incorporate relevant equal opportunity issues.

Ensure that you complete the recruitment monitoring section of the form.

Impact has a responsibility to ensure that no person working with children or vulnerable people has been convicted of, or received a caution or bind-over in relation to an offence of a nature which would make it undesirable that the person should be allowed to work with them. We will therefore request DBS disclosure on successful applicants.

Please note that only relevant criminal offences will be taken into account.

Any offer of employment will be subject to your providing evidence that you have the right to work in the UK.

If you are offered the post we will take up references, including your last employer, education or voluntary work, or a personal referee if you have not been in work or education. Please give name(s) of personal referees.

WHAT HAPPENS NEXT?

Your completed application form will be used to decide whether you are asked to attend an interview. Unfortunately, because of the large number of applications received we only contact those applicants who have been selected for interview.

If you have not heard from us in advance of the interview date, please assume that you have not been selected for interview.

Please return your application form to:

HR Department
Impact Initiatives
19 Queens Road
Brighton
BN1 3XA

Or alternatively you can e-mail your application form back to:

recruit@impact-initiatives.org.uk

The recruitment application pack is also available electronically or in a larger text format required. Please contact the HR Department if required.