



# **INFORMATION FOR JOB APPLICANTS**

## **ABOUT IMPACT INITIATIVES**

Impact's vision is for Sussex people of all ages to reach their potential whilst living healthy and fulfilling lives

Impact was set up over 40 years ago through a partnership that wanted to support local people in need and knew this could be most effectively done through pooling skills and resources. Our original remit of 'filling the gaps in statutory services' and pooling resources to support local people are as relevant today as they have always been.

We work with over 6,800 people each year supported by over 150 volunteers and 80+ staff, whose energy and commitment is essential to the development and success of our diverse and forward-thinking organisation. Our annual turnover is approx. £2,500,500.

We continually build and develop the organisations work, to provide exceptional quality support for people at times in their lives when they need it most.

## **EQUAL OPPORTUNITIES STATEMENT**

Impact is committed to providing an anti-discriminatory environment across the organisation, based on an open discussion with staff, volunteers and users' regarding perceptions of discrimination.

Impact recognises that certain groups and individuals in society are disadvantaged because of discrimination experienced, for example as a result of race, colour, nationality, belief or religion, sexual orientation, gender, marital status, physical or mental disability, trade union activity or age.

Impact is committed to increasing equality, inclusion and fairness across our organisation and in the world around us; and to eliminating discrimination. To achieve this, we will lead by example, work with others, and listen and act when people tell us how we can do better. We will promote and support good relations and cohesion between all people and communities we work with. We will support people to feel part of, fully engage in, benefit from and be able to contribute to our organisation.

## **OUR COMMITMENT TO JOB APPLICANTS**

Impact strives to be an Equal Opportunities Employer; We are committed to ensuring our recruitment and selection process is inclusive, fair, consistent and transparent, and that job opportunities are accessible to as wide and diverse an audience as possible. We will take positive action where needed to increase diversity and build a workforce reflective of the people and communities we work with and which reflect the demographics and geographical areas we work in.

We will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications, without discriminating. We may provide additional support, adaptations or training to enable people from under-represented groups to have equal opportunity.

## **WHAT WE CAN OFFER**

We take our responsibilities towards our staff very seriously. We offer continuing staff development, encourage on-going training. We work to ensure all staff feel part of and contribute to the wider organisation.

Employee benefits include:

- Flexible working scheme for most roles
- 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 aim to ensure that our selection processes are conducted in a fair and professional manner. We focus on the specific experience, skills and abilities required and Shortlisting staff do not have access to personally identifying information, e.g. names, address, age so shortlisting is fair and objective

We recognise some people need support to complete the application form e.g. with writing or spelling. Please inform us of any support you may need so that we can make arrangements and consider your application fairly. All applicants who identify as having a disability and who meet the essential criteria will be offered an interview.

## **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 of the 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 team or company/organisation.

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 equalities, diversity and inclusion. It is therefore vital throughout your answers that you incorporate relevant 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 for relevant roles

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 referees.

## WHAT HAPPENS NEXT?

Your completed application form will be used to decide whether you are asked to attend an interview. We contact all applicants by email to let them know if they have or have not been selected for the interview stage. Unfortunately, because of the large number of applications received we are only able to provide feedback to unsuccessful candidates who have been interviewed.

If you are invited for an interview you will be asked if you need any specific support to attend. If you have any queries related to this please contact us on **01273 322940** or [recruit@impact-initiatives.org.uk](mailto:recruit@impact-initiatives.org.uk).

Please return your application form by email to: [recruit@impact-initiatives.org.uk](mailto:recruit@impact-initiatives.org.uk)

Or alternatively you can return a printed or completed by hand copy to:

Impact Initiatives  
19 Queens Road  
Brighton  
BN1 3XA

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