

Dear Sir/Madam

Please find enclosed an employment information pack as requested.

Please ensure that you complete the application form fully as any incomplete / unsatisfactory applications will not be considered for short listing. In particular, you are advised to ensure that any gaps in previous employment are fully explained. In completing the Personal / Additional Information Statement you are advised to refer to the Person Specification enclosed within the pack.

In the application pack you will find a:

- Company Statement
- Safeguarding Statement
- Person Specification and Job Description.
- An outline of the selection process.
- An Application form which includes a Self-disclosure form and Equal Opportunities Monitoring form (a separate attachment).

Please ensure that you read and complete each of the documents and return promptly to Inspire Community Services at the above address.

Alternatively, you may wish to email your documents to [recruitment@inspirecs.org](mailto:recruitment@inspirecs.org)

Yours faithfully



**Nicola Gordon**  
**Office Manager**

## Company Statement

### **Organisational Statement**

Founded in 2014, Inspire Community Services has quickly established itself as a quality provider of Training, Accommodation and Support for young people aged 16-25 years in communities throughout, Lancashire, Cheshire, Greater Manchester and Merseyside. Working in partnership with Local Authorities and other professionals, we provide a flexible care package to facilitate the support of young people in a dignified and respectful manner, which is the cornerstone of our service delivery. Our support is essentially aimed at young 'care leavers' or young people 'in transition' whom are in need of support for their housing needs, training and other forms of support.

### **Our Values & Principles:**

- We prioritise the welfare of the young person as paramount;
- Individuality, diversity and difference are valued and celebrated and permeate all its service provision;
- Diversity, Equality of opportunity and anti-discriminatory practice are actively promoted within all aspects of the Inspire Community Services practice;
- We actively promote Young People's health and well-being;
- At Inspire Community Services young people have their personal and physical safety safeguarded, whilst allowing for risk and challenge as appropriate to the capabilities of the individual;
- Self-esteem and resilience are recognised as essential to every young person's development;
- Confidentiality and agreements about confidential information are respected as appropriate unless a young person's well-being are at stake;
- Professional knowledge, skills and values are shared appropriately at Inspire Community Services in order to enrich the experience of the individual more widely;
- Best practice requires a continuous search for improvement and self-awareness of how our staff are perceived by others;
- We operate a 'Culture of Awareness' which recognises that young people are potentially subject to exploitation by adults who wish to use social care as an access point to abuse vulnerable young people.
- We value our staff and ensure we invest in their training and developmental needs to ensure that they deliver the best possible service to young people in our care.

## Safeguarding Statement

“The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed...” (‘Recruiting Safely – Safer Recruitment Guidance helping to Keep Children & Young People Safe’ CWDC 2009).

In conjunction with this statement, Inspire Community Services is continuously and proactively vigilant in deterring any individual with insidious intentions, seeking work with vulnerable children and young people in our care. We have embedded a ‘culture of awareness’ within our policies, procedures, systems and practices which promotes high level vigilance towards those who seek to abuse and exploit children and young people. This process begins from the outset through our recruitment process and stresses the Organisations explicit approach to safeguarding children through our ‘safer recruitment’ process.

Whilst ‘safeguarding’ is a key element within the Safe Recruitment process, the issue is prevalent throughout every aspect of our services and is embedded within the following Procedures and Policies.

**Whistleblowing Policy.** From the outset, we ensure that all staff are fully committed to raising concerns about fellow colleagues if they have any concerns about their behaviour - including suspicious behaviour towards a child / young person that could be deemed abusive.

**Safeguarding Policy.** The Senior Management team have extensive experience as Practitioners in Child Protection and Safeguarding Children. The Safeguarding Policy covers a wide range of factors about child abuse, the behaviour patterns of abusers, and robust procedures for reporting suspected child abuse to the relevant authorities including the Police.

**Equality & Diversity Policy.** Equality Diversity Policies underline the principle for individuals to be treated with dignity and respect at all times. To this end the right to protection from all forms of intended harm is paramount.

**Internet & Email Policy.** Inspire Community Services has robust and rigorous policies to ensure that internet and email technology is not illicitly usurped for the purposes of abusive behaviour in any form. This includes using technology for downloading illicit, sexualised, violent and abusive information or images.

**Programme of induction and training for staff.** Staff Induction programme underpins the Organisations responsibilities to Safeguard Children and introduces the relevant Policies and Procedures.

**Code of professional conduct for staff.** Staff are provided with details of the Health Care Professions Council (HCPC) which underpins the Governing Bodies principles and values for Social Care Professionals including the embodiment of Safe-guarding issues in practice.

**Supervision of newly appointed staff.** All new staff will receive monthly supervision where 'Safeguarding' is a standing item on the agenda.

**A Designated Person for Safeguarding (DCSO).** Inspire Community Services has appointed a 'Designated Officer' who has specific responsibilities for Safeguarding issues including Policy review, Training and Internal Investigations review and monitoring.

**Appropriate arrangements for dealing with allegations of misconduct.** Inspire's Disciplinary Policy is unambiguous concerning action to be taken concerning abusive behaviour towards children. Suspicion of abuse will be immediately reported to the Police and Local Authority, Ofsted and Independent Safeguarding Authority (ISA). In the event of any abusive behaviour being upheld staff will be subject to instant dismissal, criminal conviction and potential registration with the ISA or newly formed Disclosure and Barring Service (DBS).

**A Route into LSCB approved Safeguarding Training.** Safeguarding Training will be subject to recommendations from the Local Safeguarding Children's Board.

In conclusion, Inspire Community Services is absolutely determined to deter and expose those individuals who seek to gain employment as 'carers' as a vehicle to abuse vulnerable young people.

Above all, the protection and safeguarding of young people is our paramount concern, and any form of ill treatment towards children will be dealt with severely.

**Lee Anders**  
**Service Manager**

## Selection Process

Dear Candidate

Thank you for your application for a position with Inspire Community Services. Please note that for all permanent and 'bank' staff posts the selection process comprises of the following elements:

- 1) An appraisal of completed written application against the relevant Job Description & Person Specification. It is therefore vital that you fully complete all sections of the application form as fully as possible and refer to the Person Specification for the post applied for.
- 2) It is also vital you complete the previous work / employment history and explain any gaps in your employment. Failure to complete this section of the application form will result in your application being rejected.
- 3) If you are successfully shortlisted Inspire Community Services will take up to 3 references – one of which must be provided by your previous employer. References will be taken up directly by ourselves in a standard pro forma.
- 4) Prior to your interview you will be asked to complete a short written exercise which is based upon the relevant Post. This exercise will be assessed and contribute to the overall decision of the panel.
- 5) There is an interview comprising of questions which are relevant to the Post. This will be conducted by a panel of (usually) 2 Senior Staff members. The interview will generally last no more than 45 minutes.
- 6) There is an exercise devised by Young People who have / are being supported by Inspire Community Services. This is likely to be in the form of a question or part of the written exercise.
- 7) After the interview you will have an opportunity to ask any questions about the post or otherwise.
- 8) The panel will discuss your interview and appraise your written exercise as soon as possible and will refer to their notes to assist them in this process.
- 9) 2 written references will be sought prior to any firm offer of employment. At least one reference must be from your current / most recent employer. Following receipt of written references a telephone call will be made to ensure verification that the reference is authentic.
- 10) A DBS will be required - in conjunction with Disclosure and Barring Requirements for the Post.
- 11) A member of the Panel will endeavour to notify you of the outcome of your interview within 72 hours. Any outcome will be subject however to satisfactory references (if these have not been received) and a satisfactory DBS check.
- 12) Original Professional Qualifications / Certificates must be presented along with other ID Passport / Utility Bill / Driving Licence. These documents will be validated and copied for Human Resource records.

- 13) The terms and conditions of the post will be sent to you following completion of ALL documentation. Any enquiries concerning the pay, terms of employment and conditions can be obtained from the Office Manager on Tel: 01744-661201
  
- 14) A contract employment will be issued prior to commencement of agreed start date. This must be signed – a copy of which will remain on file and a copy to be retained by you.

**Nicola Gordon**  
**Office Manager**

## Job Description

**Job Title:** Senior Community Support Worker

**Scale:** Point 18 – 21 £12.66- 13.19 per hour (plus night time support allowance of £50.00 per shift)

**Hours:** 37 per week

**Reports To:** Deputy Manager / Zonal Manager

**Location:** Any Inspire Community Service Work-base within a designated accommodation project or within the community

**Purpose of role:** The role incorporates supporting young people who are in the process of 'leaving care' and preparing to live independently **and / or** children & young people who require support within the community ie living with their own families or in other 'community based' settings.

The post holder may be required to operate solely in either setting or in combination in accordance with the needs and requirements of the service.

As a Senior Community Support Worker the post holder will have additional duties in terms of supporting other staff / assisting with the management of the project and assuming greater responsibility for the support of young people.

The post holder will undertake all core tasks within the remit for both elements of the service which is outlined as follows:

Main responsibilities of the role:

### Senior Responsibilities

1. Support and supervise staff as required.
2. Ensure all service user records and reports are maintained, checked and maintained to a high standard.
3. Assist the Deputy Manager/ Zonal Manager in ensuring the service meets agreed standards of quality.
4. Assist the Deputy Manager / Zonal Manager in ensuring staff training and professional development
5. Ensure petty cash and financial expenditure is maintained.
6. Directly liaise with professionals involved with young people / families to ensure service requirements / standards are met
7. Assist in external and internal quality inspections / audits as required
8. Provide 1<sup>st</sup> line 'on call' support to other staff.
9. Carry out monthly formal supervision sessions as required.

10. Support individual staff induction & probation plans.
11. Assist in the 'Day to Day' running of the Supported Living House.
12. Chair monthly resident meetings as directed.
13. Chair monthly staff and other meetings as directed by the Deputy Manager / Zonal Manager
14. Assist and support the Deputy Manager in developing a high quality support service for all users.
15. Undertake such other tasks as may be deemed appropriate to the post and the remit of the service.

### **Operational 'Support Duties'**

16. To provide a caring, safe, secure, accepting and nurturing environment that meets the physical, health, social, personal development needs and rights of the young people/adults
17. Respect & promote the individual needs of each person arising from their racial, cultural and religious background
18. Actively encourage and promote responsibility and independence ensuring that this takes place within a context of health & safety and well being
19. Ensure all direct work and 'key work' sessions are undertaken in accordance with the young persons pathway plans.
20. Assist and support young people/adults to develop independent living skills in accordance with pathway and other plans utilising 'Independence Booklet' as a tool for intervention.
21. Actively work in partnership with relevant agencies, housing and social landlords and people to ensure high levels of participation for each young person/adult to achieve planned outcomes.
22. Attend all Pathway Planning, Review meetings and other decision making forums concerning young people as directed.
23. Proactively support the young person's Pathway Plan - taking active responsibility to promote their Health, Education, Independence, Social, Emotional and Personal Well Being.
24. Support/facilitate young people/adults to secure or maintain their tenancy through paying bills, taking care of and securing their home, learning how to become good neighbours, knowing their rights and sign posting.
25. Assist and support the Community Support Manager in developing a high quality support service for all users.
26. Undertake such other tasks as may be deemed appropriate to the post and the remit of the service.



Reviewed on: June 2024

**Important Note.**

The work of the Inspire Community Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

Inspire Community Services requires a commitment from all staff to promote quality, equality and diversity. This post is subject to a satisfactory DBS check. Inspire Community Services operates a culture of awareness policy and all staff will be subject to thorough reference checks.

## Person Specification

### Senior Community Support Worker

Area	Essential	Desirable	Where assessed
Education & Qualifications	NVQ Level 3 in Child Care or QCF in Leadership or working towards it.	QCF Level 3 in Management Emergency First Aid	Application Form Interview
Experience	Two years Experience of working with or within independent, statutory or voluntary setting.	<p>Experience of undertaking tasks as described in Job Description</p> <p>Experience of working with children and young people with complex health and psychological needs/ behaviours</p> <p>Experience of supervising / supporting staff in care / welfare setting</p>	Application Form Interview
Skills	<p>Flexibility to respond to the needs of the service and young people.</p> <p>Good communication, interpersonal skills and the ability to maintain good professional boundaries.</p> <p>Knowledge of the issues that young and homeless people face on a day to day basis.</p> <p>Good organisational and time management skills.</p> <p>Ability to produce written records and to contribute to reports for individuals.</p> <p>Ability and resilience to work with behaviours which may challenge, in a caring and consistent manner, including the Maintenance of appropriate boundaries of behaviour.</p> <p>Ability to work individually on shift using your own initiative and as part</p>	<p>Experience of working with providers of universal education and work related programs.</p> <p>Experience of developing transition plans and achieving their implicit outcomes with young people.</p> <p>Good IT skills Proficient in Microsoft packages</p>	Application Form Written Exercise Interview

	of a team, maintaining and encouraging, open and honest communication.		
Knowledge	<p>Knowledge of the issues affecting children, young people and their families.</p> <p>Knowledge of the Leaving Care Act 2000 &amp; Children Act 1989.</p>		Application Form Interview
Other	Commitment to continuing personal and professional development.	A full driving licence held for more than twelve months.	