

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, 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.

**Mike Farrelly, 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**  
**HR / Office Manager**

## **Job Description**

**Job Title:** Community Support Worker (CSW) & Relief CSW

**Scale:** Point 25 – 27, £12.50– £13.00 per hour based on experience (plus night time support allowance of £50.00 per shift)

**Hours:** 37 hours per week

**Reports To:** Zonal Manager

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

**Purpose of the 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 i.e. 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.

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

### **Main responsibilities of the role(s):**

1. Provide a caring, safe, secure, supportive and nurturing environment that meets the physical, health, social, personal development needs and rights of the young people at all times
2. Respect & promote the individual needs of each person arising from their racial, cultural and religious background
3. Actively encourage and promote responsibility and independence ensuring that this takes place within a context of safety and well being
4. Assist and support young people/adults to develop independent living skills e.g. budgeting, shopping, meal preparation, cleaning, washing, ironing, simple house maintenance, paying bills, preparing CV's for job applications & training.
5. 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.
6. Attend Pathway Planning, Review meetings and other decision-making forums concerning young people as directed, taking active responsibility to promote their Health, Education, Independence, Social, Emotional and Personal Well Being.
7. 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.

8. Accompany young people to appointments / meetings as and when necessary.
9. Promote and ensure the wellbeing of children and young people through providing support programmes designed to improve their health, education, relationships and behaviour in order to stabilize family life.
10. Actively promote the safety and well-being of children & young people by reporting **any** concerns which might compromise their safety.
11. Maintain daily records, plans, reports, assessments undertaken with children / young people for use by other staff and agencies.
12. Attend all mandatory and service specific training required to undertake the role and to maintain/develop competence to administer medication in line with Inspire Community Services Policies and Procedures.
13. Work pro-actively with children / young people who may present challenging and at times socially unacceptable behaviour.
14. Organise and undertake activities with children and young people as directed within context of safe boundaries
15. Supervise contact between children / young people and designated parents / carers / others as specified in conjunction with organisational policies and guidelines for good practice.
16. Contribute towards risk assessments and care / support planning for children and young people
17. Undertake such other tasks as may be deemed appropriate to the post and the remit of the service.

**Prepared by: HR/Office Manager**

**Reviewed on: April 2025**

### **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 enhanced DBS check. Inspire Community Services operates a culture of awareness and all staff will be subject to thorough reference checks.

## Person Specification

### CSW / Relief CSW

Area	Essential	Desirable	Where assessed
Education & Qualifications	Good literacy and numeracy skills. Commitment to gain relevant QCF (Children & Young People) within time scales.	Level 3 NVQ / QCF Emergency First Aid Health & Safety Training Behaviour Management Training	Application Form & Interview
Experience	An understanding of children, young people's needs.	Experience of working with children, young people and / or families Experience of undertaking tasks as described in Job Description  Experience of working with children and young people with complex mental health and psychological needs/ behaviours	Application Form & Interview
Skills	Flexibility to respond to the needs of the service and young people.  Good communication, interpersonal skills and	Experience of developing transition plans and achieving good outcomes  A clear understanding	Application Form Written Exercise Interview
Other	A full driving licence		