

**Recruitment Pack**

**Day Breaks Activity Assistant**

**March 2022**

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Application Form

Equality & Diversity form (*please return separately*)

There will be a formal interview by a panel together with a short practical cookery test of which will be advised on the day of the interview.

**Closing date for applications**

31st March 2022

**Interviews will take place during week commencing.**

4th and 11th April 2022

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**What we do across East Grinstead and the local area**

**Activity Centre**

Our Activity Centre is based at Glen Vue it is the hub of our operations. Our office staff are there and nearly all our services are delivered from there including the lunches served, Monday through to Friday. We have regular Talks, Entertainers and presenters, Card and board games, Bingo, Computer and tablet classes. Musical Fridays or for those that want to, a friendly place to chat with likeminded souls.

**Rainbow Hot Meals**

During 2020, we set up a home delivery service of hot lunch time meals delivered to vulnerable older people’s homes by a dedicated team of our volunteer drivers and members of the East Grinstead Lions.

**Trips, Outings and Holidays**

Each year we arrange many day trips, outings to places of special interest, and group holidays.

**Day Breaks for Carers**

Our carers respite service was established in 2003 by Age UK East Grinstead, the County Council and the Alzheimer’s Society. It was initially designed to support carers or family members of those living with dementia or memory loss but now also caters for the elderly and frail. This operates every 1st and 3rd Saturday of each month and with the growing need for this type of service we are looking to operate this through the weekdays as well.

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**Job Description: Daybreaks Assistant (Saturdays)**

**Responsible to: Daybreak Services Manager**

**Responsible for: Members, volunteers, carers and visitors**

**Based at: Age UK East Grinstead & District, Glen Vue Activity Centre**

**Hours: Saturday 7.5 hours per day**

**plus occasional training days**

**Main purpose of job:**

To assist the Daybreak Services Manager and Daybreak Coordinator to provide respite care for carers of individuals who are elderly, frail, a life limiting illness or who have dementia/memory loss; provide a safe and stimulating environment for the cared for and provide support for carers. To provide assistance with lunch service and participation in activities.

**Main Duties:**

**•** To work with the Daybreak Services Manager and Daybreak Coordinator to ensure the smooth operation of the service. Duties will include greeting members to the centre, both new and existing; supporting members with activities, lunch and transport (if required)

**•** To assist the Daybreak Services Manager and Daybreak Coordinator in delivering the activity programme within the service, ensuring activities are appropriate, safe and stimulating. Feeding back to carers regarding member’s participation

**•** To assist with overseeing member participation in the daily activities including lunch and actively engage with member interaction

• To act as activity leader for some activities

• To provide support & signposting for carers

• To act as an appointed First Aider and undergo training as required

• To ensure Health and Safety standards are maintained for the centre and any hazards are reported and dealt with immediately.

• Uphold Safeguarding policy reporting any concerns to Daybreak Services Manager and Daybreak Coordinator

• To comply with processes and policies of the Centre in line with Age UK East Grinstead & District management systems

• If required, to attend training and meetings as arranged with the Daybreak Services Manager and Daybreak Coordinator

• Undertake any other duties appropriate within the role as may be reasonably required by the Daybreak Services Manager, Daybreak Coordinator or Chief Operations Manager.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Job title:**  Daybreaks Assistant (Saturdays) | | |
| **Criteria: -**  **E= Essential D = Desirable** | **E or**  **D** |  |
| **Knowledge and Experience**  Understanding of the needs of older people and people with dementia or memory loss.  Working with volunteers.  Working with older people.  **Skills and abilities**  Common sense and a practical approach to problem solving.  Good organisational skills.  Able to work independently and use initiative.  Able to remain calm when faced with challenging situations.  Good communications skills.  Able to use Outlook, basic Word and the internet.  Understanding of promoting independence for older people.  Understanding the needs for dignity and privacy of older people.  **Personal Qualities**  Commitment to equal opportunities.  Empathy with older people, and older people with dementia, life limiting illnesses  Ability to relate well to people from a wide range of backgrounds. | E  D  D  E  E  E  E  E  E  E  E  E  E  E |  |
| **Competencies**  Excellent planning skills  Patience and a sense of humour  An understanding of the need for discretion and confidentiality  Problem solver, pragmatic and resilient, self-motivated and able to use own initiative.  The initiative and vision to develop the role.  Calm approach in pressured situations  An understanding and empathy of those living with dementia and other health conditions. | E  D  E  E  E  E  D |  |
| **Other Requirements**  Willing to take part in appropriate training.  Willing to take part in appropriate fundraising activities.  Willing to work flexibly to meet the service needs. | E  E  E |  |

**How to Apply**

An Application forms together with a completed Equal Opportunities form seperately to the Chief Operations Manager

If you wish to enquire more about this opportunity, please call the Day Break Services Manager on 01342 327046

**Please email your completed application to:**

[operations@ageukeastgrinstead.org.uk](mailto:operations@ageukeastgrinstead.org.uk)

**Or post it to:**

Age UK East Grinstead & District

Glen Vue Centre

Railway Approach

East Grinstead

RH19 1BS

**Please email your completed Equal Opportunities form to:**

[operations@ageukeastgrinstead.org.uk](mailto:operations@ageukeastgrinstead.org.uk)

**Or post it to:**

Chief Operations Manager

Age UK East Grinstead & District

Glen Vue Centre

Railway Approach

East Grinstead

RH19 1BS

**Please complete this form in**



**BLACK INK & CAPITALS and return to:**

**Age UK East Grinstead & District**

**Glen Vue Centre**

**Railway Approach**

**East Grinstead**

**RH19 1BS**

**Alternatively email to chef@ageukeastgrinstead.org.uk**

**STAFF APPLICATION FORM**

Only information submitted on this form will be considered when assessing your application.

**Post Applied for: Daybreaks Assistant (Saturdays)**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Name(s):** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Mobile No:** |  |
| **Email:** |  |

What is the best method to contact you? Telephone / Mobile / Email

## EDUCATION/ACADEMIC QUALIFICATIONS

Please start at the top with your most recent education/academic history.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/Further Education** | **Dates Attended from/To**  **(Month & Year)** | **Qualifications Gained** | **Grade(s)**  **Achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Specific Training Relevant to this Position** | **Date**  **(Month & Year)** | **Qualification**  **(if relevant)** | **Grade**  **(if relevant)** |
|  |  |  |  |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **From/To**  **(Month & Year)** |  |
| **Employer’s Name & Address** |  |
| **Position Held/ Reporting To/Brief Summary of Work** |  |
| **Reason for Leaving.** |  |
| **Final/Current Salary** |  |

**EMPLOYMENT HISTORY (continued)**

|  |  |
| --- | --- |
| **From/To**  **(Month & Year)** |  |
| **Employer’s Name & Address** |  |
| **Position Held/ Reporting To/Brief Summary of Work** |  |
| **Reason for Leaving.** |  |
| **Final/Current Salary** |  |

|  |  |
| --- | --- |
| **From/To**  **(Month & Year)** |  |
| **Employer’s Name & Address** |  |
| **Position Held/ Reporting To/Brief Summary of Work** |  |
| **Reason for Leaving.** |  |
| **Final/Current Salary** |  |

|  |  |
| --- | --- |
| **From/To**  **(Month & Year)** |  |
| **Employer’s Name & Address** |  |
| **Position Held/ Reporting To/Brief Summary of Work** |  |
| **Reason for Leaving.** |  |
| **Final/Current Salary** |  |

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| --- |
| **Why do you want to work for us?**  Summarise why you would like this job and why you think you are a good candidate. Please relate your skills, knowledge and experience to the Job Description and the criteria in the Person Specification. Please use headings and extra pages if you wish. |
|  |

**Personal Contacts**

Please detail any personal contacts or relatives working within Age UK East Grinstead & District on either an employed or voluntary basis:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**References**

Please give the names and addresses of two referees, one of whom should be your current or most recent employer (if you have worked for your current employer for less than 5 years, we may also need to contact previous employers). The other referee should have known you **for at least two years** and **MUST NOT** be a family member. If your circumstances mean that you are unable to provide current references, we will be happy to discuss this further with you.

**Please give contact details for two referees who meet the above criteria:**

**Current/Most Recent Employer**

|  |  |
| --- | --- |
| Name: |  |
| Company Name: |  |
| Position in Company: |  |
| Address: |  |
| Telephone No: |  |
| Email Address: |  |
| Relationship to You? |  |
| Can we approach this referee before interview? |  |

**Additional Referee**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone No: |  |
| Email Address: |  |
| How Known to You? |  |
| Time Known to You? |  |
| Can we approach this referee before interview? |  |

**Next of Kin/Emergency Contact:**

Please give details of your Next of Kin or someone to be contacted in the event of an emergency involving yourself:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone No: |  |
| Mobile No: |  |
| Relationship to You: |  |

**Illness**

How many days have you been absent from work in the last three years due to illness?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On how many occasions have these absences occurred? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclosure of Criminal Convictions**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

YES 🞎 NO 🞎

The amendments to the Exceptions Order 1975 (2013) provide those certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions are on the Disclosure and Barring Service website.

If you have ticked yes, please summarise details below.

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Previous convictions will not prevent full consideration of your application to work with Age UK East Grinstead & District. Failure to disclose a criminal conviction whilst securing a post could result in the end of the staff member’s employment. A Disclosure and Barring Service (DBS) Enhanced check will be requested for all staff and volunteers undertaking specific roles.

Are you happy for the organisation to submit your name for a DBS (Disclosure and Barring Service) check:

🞎 Yes 🞎 No – please indicate why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How We Use Your Personal Information on this Form**

The information you have provided on this form will be processed in line with the General Data Protection Regulations of April 2018. We will keep your personal details safe and will not share them with other organisations.

I understand that my personal details will be kept securely and will be entered onto the Age UK East Grinstead & District database system. I agree to Age UK East Grinstead & District processing and retaining the personal information contained on this form for any purposes connected to my application.

**DECLARATION:**

I confirm that the information given in this application is accurate and complete and that it may form the basis of a Contract of Employment with Age UK East Grinstead & District.

I understand that any false statement will be sufficient cause for rejection or, if employed, dismissal.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES MONITORING FORM –**

**STAFF, TRUSTEES & VOLUNTEERS**

Age UK East Grinstead & District aims to treat everyone fairly and according to their needs, to ensure that services are free from discrimination and prejudice. We also want to make sure that we can support as many people as possible with different needs and from different backgrounds and cultures. To help us do this we would be grateful if you would answer the questions below. Providing this information enables us to monitor our approach to equalities and all information given will be treated in strictest confidence and stored securely.

The form will not be used at any stage in the selection process. A disability or health problem does not preclude consideration for the job and applications from suitable people with disabilities are welcome. Please tick boxes as applicable.

**Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Gender** Male 🞎 Female 🞎 Prefer not to say 🞎

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Your Ethnic Origin:**

|  |  |  |
| --- | --- | --- |
| **White** | British | 🞎 |
| Irish | 🞎 |
| Any other White background – please specify ...................... | 🞎 |
| **Mixed** | White & Black Caribbean | 🞎 |
| White & Black African | 🞎 |
| White & Asian | 🞎 |
| Any other Mixed background – please specify ...................... | 🞎 |
| **Asian or Asian British** | Indian | 🞎 |
| Pakistani | 🞎 |
| Bangladeshi | 🞎 |
| Any other Asian or Asian British background – please specify.  ............................................... | 🞎 |
| **Black or Black British** | African | 🞎 |
| Caribbean | 🞎 |
| Any other Black or Black British background – please specify.  ............................................... | 🞎 |
| **Other** | Chinese | 🞎 |
| Romany Gypsy/Irish Traveller | 🞎 |
| Any other ethnic background – please specify ...................... | 🞎 |
| **No Response** | Prefer not to say | 🞎 |

**Your Sexual Orientation Your Religion/Belief**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual | 🞎 | Christian | 🞎 |
| Bisexual | 🞎 | Buddhist | 🞎 |
| Homosexual/Gay/Lesbian | 🞎 | Hindu | 🞎 |
| Transgender | 🞎 | Jewish | 🞎 |
| Other | 🞎 | Muslim | 🞎 |
| Prefer not to say | 🞎 | Sikh | 🞎 |
|  |  | Other – please specify ......................... | 🞎 |
|  |  | None | 🞎 |
|  |  | Prefer not to say | 🞎 |

**Do you consider yourself to have a disability or long-term illness?**

|  |
| --- |
| Yes 🞎 please specify.   * And do you need require any reasonable adjustments to assist you with the application and interview process.   .......................................................................................................................................................................................................................................................................................................................................................................................... |

|  |  |
| --- | --- |
| No 🞎 | Prefer not to say 🞎 |

**Thank you for taking the time to complete this form.**

**Please return to:**

Chief Operations Manager

Age UK East Grinstead & District

Glen Vue Centre

Railway Approach

East Grinstead

West Sussex

RH19 1BS

E-mail : [operations@ageukeastgrinstead.org.uk](mailto:operations@ageukeastgrinstead.org.uk)