

General Linda Bond Territorial Commander: Commissioner John Matear

**Personnel Service
Human Resources Unit**

Tel: 0207 367 4740 Fax: 0207 367 4714



**United Kingdom
Territory
with the Republic
of Ireland**

Date as postmark

Dear Applicant,

**Re: Head of Care (Care Home Older People)
(Based in Bath, Clapham, Edinburgh, Lewisham, Manchester,
Nottingham, St Albans and Southend-on-Sea**

Thank you for your enquiry, I am pleased to enclose an application pack, including an application form and job details, for your review. In accordance with our Equality Policy, all our vacancies are applied for using our application form, CV's cannot be considered.

If you are interested in this vacancy, please return your completed application form to recruitment@salvationarmy.org.uk or Personnel Department, 101 Newington Causeway, London, SE1 6BN marked '**private and confidential**'.

Please specify which location you are applying for on returning your completed application form: Bath, Clapham, Edinburgh, Lewisham, Manchester, Nottingham, St Albans and Southend-on-Sea

The closing date for all applications is: **Monday 06th February 2012**

Due to budget constraints, it is our policy not to respond individually to each application made, therefore if you have not heard from us within four weeks of the closing date, please can you assume you have not been short-listed for interview. Applicants who are short-listed will be invited to an interview by post.



On behalf of The Salvation Army, may I take this opportunity to thank you for your interest in working for us.

Yours sincerely

Sarah

Sarah Ladipo
Human Resource Assistant (Employee Unit)

Territorial Headquarters:
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a Christian Church and registered charity
Founder: William Booth

Registered charity no. 214779 & 215174,
and in Scotland SC009359 & SC037691

With heart to God and hand to man



Employment with The Salvation Army Information for applicants

Mission Statement of The Salvation Army

The Salvation Army is a worldwide evangelical Christian Church and human service agency.

Its message is based on the Bible; its motivation is the love of God as revealed in Jesus Christ.

Its mission is to proclaim his gospel, to persuade people of all ages to become his disciples and to engage in a programme of practical concern for the needs of humanity.

Its ministry is offered to all persons, regardless of race, creed, colour or gender.

Vision Statement of The Salvation Army

As disciples of Jesus Christ, we will be a Spirit-filled, radical, growing movement, with a burning desire to lead people into a saving knowledge of Jesus Christ, actively serve the community and fight for social justice.

What does The Salvation Army do?

The Salvation Army is one of the largest, most diverse providers of social services in the UK after the Government. Founded in East London in 1865, we are now working in 117 countries worldwide.

As a church and registered charity, we demonstrate our Christian principles through social welfare provision. Worldwide there are over 1.6 million members, with programmes including homeless centres, drug rehabilitation centres, schools, hospitals and medical centres, as well as nearly 16,000 church and community centres. The work of The Salvation Army is funded through donations from its members, the general public and, where appropriate, local authority and government grants.

Local Salvation Army church and community centres offer a range of activities and services within their local communities. People can become involved in all sorts of ways, through volunteering with fundraising initiatives, attending church services and helping with local activities.

The Salvation Army also supports the work of the emergency services by providing refreshments, shelter and counselling at major incidents. This has included the 7th July London bombings, the devastating hurricanes in Southern USA, and the severe floods in Carlisle and Boscastle.

In the UK and Republic of Ireland, The Salvation Army has approximately:

- **50,000** members (adult, junior and adherent members)
- **4,000** employees
- **1,500** Salvation Army officers (full-time ministers)

It provides a range of programmes and support, including:

- **3,000,000** meals served every year at community and residential centres
- **79,000** prisoners visited each year in 134 prisons
- **3,200** homeless people given food and shelter every night in 59 centres
- **709** local church and community centres
- **636** elderly people accommodated every night in 17 residential centres
- **300** youth clubs providing a caring environment for young people
- **120** drop-in centres offering support and help for people in need
- **70** day centres for elderly and disabled people
- **50** nurseries and playgroups
- **30** Red Shield support centres for military personnel in the UK, Germany and the Falkland Islands
- **10** people reunited every working day with their families through the Family Tracing Service
- **6** residential centres for victims of alcohol and drug abuse
- **6** centres for families and one community home for children
- **2** centres for people with special needs
- **2** employment training centres
- **1** centre for women escaping from domestic violence



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Job Details

Full details of the post are enclosed. Please read this information carefully so that you know what the job involves. Think about why you are interested in the job and how your skills, knowledge and experience might enable you to carry out these tasks.

Guidance Notes for Completing the Application Form

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality Policy. To do this fairly, we need all applicants to provide relevant information about themselves. Please remember that we are not able to consider previous applications or personal knowledge of you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for an interview and it will be used as a basis for the interview itself.

Please note that CVs will not be accepted. You must complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the job description.

Supporting Information

The most useful part of the form is the Supporting Information. This should be used to tell us why you think you would be able to do this job. Draw particular attention to experience, skills, achievements and knowledge gained in past employment (including community/voluntary work, work in the home or leisure interests) or other activities relevant to the job. Give examples of the work you have been involved in and write in a positive way e.g. I was responsible for... I organised.... Always remember to specify your own responsibilities rather than those of your section, department or organisation.

Accuracy of information

The information that applicants provide to The Salvation Army, both on application and at interview, must be accurate and complete. If The Salvation Army subsequently discovers that any information provided is inaccurate or incorrect, then The Salvation Army may withdraw an offer of employment, or if the discovery is made subsequent to appointment, take action up to and including dismissal.

Data Protection

Applicants are advised that all or any information contained in or derived from their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equality issues and, on appointment, personnel, payroll and pensions administration. In the case of unsuccessful applicants, manual information may be retained for a maximum of six months.



Employment with The Salvation Army Information for applicants

Christian Ethos

The Christian identity of The Salvation Army is reflected in the manner in which employees relate to each other in their roles within The Salvation Army. The Christian ethos is also reflected in the way in which employees relate to customers, clients and other service users outside The Salvation Army. As a minimum requirement all employees of The Salvation Army must be able to work within the Christian ethos of The Salvation Army.

In addition to this, there are some posts within The Salvation Army where there is a genuine and determining occupational requirement for the post holder to have a commitment to the Christian faith and on some occasions be soldiers of The Salvation Army. Consideration will be given to ascertain whether there is a genuine occupational requirement for the successful candidate to be a practising Christian or a soldier of The Salvation Army. This requirement would remain essential for the duration of the employee's employment in that post.

Equality in Employment

We recognise that in society certain groups and individuals have suffered and continue to suffer direct and indirect discrimination and victimisation. We are actively committed to oppose any discrimination on the basis of gender, marital status, responsibility for children or dependants, gender reassignment, race, colour, ethnic/national origin, nationality, religion or beliefs, political beliefs, disability, age, sexual orientation, offending background, trade union activities or any other factor which could lead to the experience of discrimination. It is our intention to ensure that recruitment, selection, training, consideration for promotion and general treatment for those who work within our organisation, are available to all without unfair discrimination, and to ensure that no one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable.

Employing people with convictions

The fact that a person has a criminal record is frequently irrelevant to the job for which they are applying. The Salvation Army therefore will seek a Disclosure check only in relation to posts that involve a degree of risk. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).



Employment with The Salvation Army Information for applicants

Asylum and Immigration

The Salvation Army requires evidence of every applicant's right to work in the UK to ensure that your application is suitable for consideration. It is the policy of The Salvation Army therefore to ask all candidates attending an interview to bring with them evidence of their right to work in the UK. Candidates must present either one original document from List One, or two original documents from List Two to the interview panel.

List One: Documents which provide the evidence of eligibility to work in the UK if produced alone:

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work being offered if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List Two: Documents which provide the evidence to work in the UK if produced in combination. The applicant must present **two** original documents from the *first combination* or **two** original documents from the *second combination*. It will not be acceptable to present one document from the first combination and one from the second combination.

First combination

- A document giving the applicant's permanent National Insurance Number* and name. This could be a P45, P60, National Insurance card, or a letter from a government agency.

Along with an original document giving the person's National Insurance Number, you must also present only one of the following documents:

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work being offered.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK.

Along with a document issued by Work Permits UK, the applicant should also present one of the following documents:

- A passport or other travel document endorsed to show that the applicant is able to stay in the United Kingdom and can take the work permit employment in question; OR
- A letter issued by the Home Office to the holder confirming that the applicant is able to stay in the United Kingdom and can take the work permit employment in question.

*Checking for a National Insurance Number on its own will not be enough to satisfy eligibility to work in the UK. Also, only a **permanent** number will be accepted – not one beginning with TN or ending with a letter from E to Z.



Employment with The Salvation Army Information for applicants

Terms and Conditions of Employment

Salary The salary for this post is **£24,486** for positions in Edinburgh, Manchester, St Albans and Bath, **£27,432** for positions in Clapham and Lewisham and **£23,342** for positions in Southend-on-sea and Nottingham.

Pension We offer the opportunity to join The Salvation Army Employees Pension Fund scheme, which is a defined contribution scheme. Membership is possible once probationary period is completed, to all permanent employees who are aged over 18 and under 60.

Working hours Contracted hours for this post are a minimum of **40** hours per week.

Annual leave entitlement Annual leave entitlement is 25 days (pro rata) plus 8 bank holidays (pro rata). The leave year runs from January to December.

Travel Loan Following confirmation of the cost of the ticket, The Salvation Army will provide employees with an interest-free loan to purchase a season ticket for travel to and from work. Loans are available for the actual cost of the ticket to a maximum of £3,500.

Childcare Vouchers The Salvation Army's Childcare Voucher Scheme is open to any employee who is the legal guardian of children up to the age of 16 and who are in some form of registered childcare provision. The scheme enables you to take a proportion of your salary in the form of Tax and NI-free vouchers that can be used to pay for childcare provision.

Flexible working The Salvation Army has a range of benefits on offer to provide carers and parents the opportunity to balance their work and personal responsibilities. This includes policies on Maternity Leave, Adoption Leave, Paternity / Partners Leave, Flexible Working, Parental Leave.

Location This post is based at Bath or Clapham or Edinburgh or Lewisham or Manchester or Nottingham or St Albans or Southend-on-Sea

Probationary Period It is the policy of The Salvation Army to offer the successful candidate a trial period of **six** months, employment in the first instance, during which one week's notice in writing may be given on each side. Upon successful completion of the trial period, confirmation of employment will be given.