

## Recruitment information for applicants

1. What it is like to work for Cyrenians
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### **1 What it is like to work for Cyrenians**

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- Induction
- Probationary period
- Support and Supervision
- Individual Work Plan
- Training opportunities
- Communication

***"Cyrenians has a positive culture, which shines through in recruitment and is strongly reinforced during induction."***

Cyrenians is committed to finding the best people to join our staff team. We hope that during the recruitment process experience, you will agree with the comment above which, like the rest of the quotes in this document, was made by a staff member during our annual staff survey.

***"Cyrenians is a good and fair employer."***

#### **Induction:**

Your first two weeks will include orientation into the organisation. You will be shown the health and safety procedures for your office; meet your colleagues; get to know more about all the different services we provide; have time to make yourself familiar with our systems; find out about the history of the organisation and so on. Visits to the various Cyrenians offices and sites are encouraged during this period.

The Induction period is the same length as the Probationary period and activities relating to induction will be included in your Individual Work Plan.

#### **Probationary period:**

This period is the first six months of employment and is used to assess your performance in your new job and help you settle into working for Cyrenians. An Individual Work Plan will be agreed within your first two weeks, setting out activities and targets during your Probationary period and will be reviewed regularly in Support and Supervision meetings.

***"Cyrenians is a super place to work. You have support, job satisfaction and similarly-minded colleagues"***

## **Support and Supervision:**

Every staff member meets their line manager for regular Support and Supervision meetings. During the first six months these happen at least every two weeks, changing to every 6 weeks once the probationary period has been successfully completed.

These meetings enable you to review targets, report on progress and discuss any issues that arise. Individual Work plans provide the structure for these meetings.

## **Individual Work Plan:**

This document sets out your work objectives. It is used to identify tasks, activities, targets and deadlines which will help you be efficient in your role.

Individual Work Plans are reviewed at the end of the probationary period and then annually (every April) as part of our planning process.

As well as performance, the work plan will help identify any training needs you may have.

***"I love working with my client group and feel that they are the reason I come to work everyday."***

## **Training:**

Cyrenians is committed to developing staff in their roles; ensuring that we provide the best quality services to our customers, and make our staff feel valued.

We deliver tailored In-House training where possible, this currently includes:

- Key Worker Practice Training (see below)
- Volunteer Recruitment and Management Workshop (for all staff who will recruit and/or manage volunteers)
- Recruitment Training Workshop (for all staff involved in the recruitment of other staff members)

***"Cyrenians is much more than just a job to me. I am proud to be part of such a great organisation and look forward to 'growing' with the organisation."***

## **Key Worker Practice Training**

Cyrenians Key Worker model is at the heart of what we do. It is how we put our mission and values into action where it counts. Although it will vary in parts from service to service, the general approach provides guiding principles for the delivery of all Cyrenians activity.

The "Cyrenians way of working" means:

- **our attitude** We treat people with the respect of equals and don't reject people for the labels they wear. We respond to the whole person rather than just the evident or presenting problem.
- **our style** We work *with* people, rather than 'at' them or 'for' them; preferring where possible to work 'at the shoulder' rather than from the other side of a desk. We are always looking to empower and enable – i.e. we help people to help themselves.

**This document does not form part or all of a contract of employment**

- **our practice** We are skilled and knowledgeable, person-centred, flexible, tolerant and understanding. We are tenacious in the offer of help and, if we are not able to provide what is needed, we will guide people to those who can.

***"I think the key worker practice model has been hugely influential to my practice and to that of my colleagues."***

### **Communication:**

With sites across Edinburgh, West Lothian and Falkirk, communication within the organisation is an important part of bringing us together. We do this in several ways, including:

- Staff forums (three times per year)  
Where all staff have the opportunity to get together for a networking lunch followed by an afternoon looking at a variety of topics relevant to our work.
- Weekly Updates:  
An email bulletin that all staff are encouraged to contribute to. The aim is to share information about services, events and other activities.
- Staff Survey:  
An annual opportunity for staff to tell us how well we are doing and where we might need to improve.

***"I like the way the management engage with staff to get their opinions."***

### **Staff Survey 2017:**

- 89% of staff have a high level of satisfaction in and enthusiasm for their role.
- 88% would recommend Cyrenians as a good place to work.

***"Cyrenians has given me the opportunity to develop as a person and increase my skill set."***

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## **2 General information about conditions of employment with us**

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### **Hours and leave:**

For full time posts the normal hours of work will total 37 hours per week. The annual leave entitlement for full time staff is 25 days plus 10 public holidays. Annual leave for part time staff is based on the full time entitlement, calculated on a pro-rata basis according to the number of hours worked and is expressed in hours rather than days. The holiday entitlement will include an allowance for Public Holidays. This ensures that all holiday entitlement is apportioned to the number of hours you work per week and not according to the days of the week you work. Full details of the working of this scheme will be explained on appointment.

All new employees will be required to successfully complete a 6 month probationary period.

### **Salaries and Pensions:**

Posts are generally offered with a starting salary at the lower end of the advertised salary scale. Salaries are usually paid by bank credit transfer on the last working day of each month.

We have a Group Stakeholders Pension scheme. Details are included in the Job Description.

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### **3 Completing and submitting the application form**

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Please note, we do not accept CVs unless stated in the advert.

#### **Filling in the form:**

Please complete all sections of the application form.

Candidates will be considered for short listing based on the factual information on their application form. Therefore it is important to give as much information as possible including information about experience gained outside employment and any other factors you would like taken into account.

Please use the Personal Specification in the job description when constructing your Supporting Statement.

We do not ask for criminal convictions information at applications stage. If shortlisted for interview, we will send you a criminal convictions declaration form to complete.

If you would like more information on how we handle criminal convictions information and disclosures, we are happy to make relevant policies available.

#### **Submitting the form:**

- By email:

We will accept completed application forms by email. These should be emailed to [recruitment@cyrenians.scot](mailto:recruitment@cyrenians.scot) We will ask those who are short listed to sign the form at interview.

***Please note:*** We will always acknowledge receipt of emailed application forms. *If you do not receive an email confirming receipt this please contact us **on the closing date.***

- By post:

Please send your completed forms to:

***Recruitment, Cyrenians, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY.***

Please allow sufficient time for postage as we will not consider applications received after the closing date. Please also ensure you use the correct postage rate (e.g. an A4 envelope should always be sent using large letter postage rates).

## ***What happens next?***

### **Short listing and interviews:**

We will always let you know the outcome of your application.

Candidates not shortlisted for interview will be informed by email within 10 days of the closing date. We regret that we are unable to provide feedback to unsuccessful candidates at this stage.

We will invite shortlisted candidates to attend a first stage interview on the date specified in the job advert. Candidates will be allocated an interview slot and will be notified by email. If you cannot attend on the date specified we will try and accommodate you on a different date, however we cannot guarantee that this will be possible.

Interviews will include competency based questions and sometimes a task, details of anything you need to prepare in advance will be included in your invitation to interview letter. Successful candidates from the first stage interview will be invited back for a second interview.

### **PVG**

PVG membership is required for the majority of our jobs, this will be confirmed on the job description. If you are invited to the second stage interview you will be asked to complete a PVG form and bring in appropriate ID (i.e. passport, drivers licence, recent bank statement, utility bill etc.). We will only submit the form of the successful candidate. We may also ask you to bring certificates to confirm your qualifications.

### **Equal Opportunities:**

Cyrenians is committed to a policy of equality of opportunity in employment and in recruitment. We monitor equal opportunities in our annual Human Resources review. Applications are considered on the basis of their suitability for the post regardless of sex, race, ethnic origin, disability, age, marital status, domestic responsibilities, sexual orientation, gender identity or religious affiliation.

All Equal Opportunities forms are removed from applications prior to short listing.

### **Decision Making:**

Decisions are made on the basis of application forms, interview stages and references; therefore references will be sought prior to a formal offer of employment being made.

*Any other questions?*

Please call us on 0131 475 2354 or email [recruitment@cyrenians.scot](mailto:recruitment@cyrenians.scot)