

# The Glenmore Trust



## Application Pack

### Support Worker

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**The Glenmore Trust is a not for profit organisation working  
with adults with a disability in North Cumbria.**

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Street  
Carlisle  
Cumbria  
CA2 5HD

**[www.glenmoretrust.org](http://www.glenmoretrust.org)**

01228 522448



## Thank You

Thank you for contacting us for your application pack, the first step towards joining the Glenmore Trust as a Support Worker.

Our aim is to enable the people we support to be as independent as possible and to be active members of the community. This is what we were set up to do 30 years ago and I am proud to say we continue to do so to this day.

This is an exciting time for the Trust. Our clients are now receiving individual budgets, which allow us to work with them to be imaginative in how they use their allocation. At the same time we continue to grow and we now provide an ever increasing type and number of services in the Carlisle, Wigton and Penrith areas.

We are always looking to recruit people with imagination, drive and enthusiasm because to us these qualities are essential. What is important is who you are as a person. We are always looking for people with a variety of skills and interests, these could be in DIY, gardening, art, craft, outdoor activities and football. You don't need to have experience in care, although it helps, because we offer comprehensive training to all our staff.

Working for The Glenmore Trust is not just a job, it can be the start of an exciting, rewarding and long term career.

You will be given a full induction into your role and have the opportunity to acquire many skills and qualifications related to care.

We offer flexible hours that might suit you better than the conventional nine to five and you can choose to work on a full time, part time or relief basis.

You can gain an enormous sense of personal achievement from simply knowing that your job is really helping people. It's about making a positive difference to people's lives by contributing to their health, happiness and well-being.

For various reasons and stages in their lives some people need support to develop and maintain their independence, dignity and control. You can be part of providing that support.

Our staff are a major contribution to our success story and we have held the Investors in People award for over 10 years.

If you would like to contribute to this success story and join our friendly supportive team, please complete and return the enclosed application form. I look forward to you working with us in the future.

*Denise Majer*  
Denise Majer  
Chief Executive



## Support Worker

Hourly rate: £9.90 rising to £10.20 on completion of The Care Certificate or Self-Assessment

Sleep-in rate: £47.00 per night

To work for the Glenmore Trust you do not need disability experience as full induction and development training is provided on an on going basis.

Could you enable Adults with Disabilities to live and work in the community independently? Are you the kind of person who can listen to people, help people have fun and can treat people with respect? Can you help with personal care, cooking, cleaning and shopping? Can you work in a person centred way to support people to get involved in social activities and encourage people to make their own decisions? If you answer YES to the above questions, this is the job for you.

The Glenmore Trust is a not- for-profit organisation providing a range of services for adults with disabilities across North Cumbria. These vacancies have arisen due to the continued growth and expansion of our Supported Living Schemes.

The Glenmore Trust's commitment to equal opportunities is reflected in our selection procedure. All successful candidates will be subject to an

**The Glenmore Trust is totally committed to the principle that people with disabilities have the right to participate in ordinary life, to be treated with respect and valued as people first and foremost.**

Your generous employment package will include:

- Full induction and training.
- Continued training and development.
- Excellent career development.
- Access to our confidential staff Support Service.
- Excellent pension scheme.
- Flexible working patterns.

Salary is paid monthly. Sleep-ins and overtime paid one month in arrears. A payment of £40.00 is made for sleep-ins.

The annual leave year runs from April to March. Holiday entitlement for a full year is 28 days pro rata. This includes bank holidays.

Various hours of work are available on full time, part time or relief basis. To be worked within a flexible shift pattern covering 24 hours a day, 7 days a week.

Your place of work will be either Carlisle, Penrith or Wigton. This Can change subject to the needs of the service and as designated by your service manager.

The Trust is a "no smoking" employer. Employees must not smoke in their place of work even though the people whom they support may smoke.



## Job Description

### **Purpose of the Job**

To support and enable people with disabilities living in the local community.

### **Key Tasks and Responsibilities**

To provide personal care for individuals as needed, which may include help with washing, dressing, toileting and feeding.

To assist individuals, along with the line manager, in drawing up support plans, identifying their needs and wishes and then, as necessary, developing and implementing any appropriate programmes as detailed in these plans.

To enable individuals to make full use of local community facilities and accompany them on holiday when required,

To be responsible for the safe storage and administration of medication where necessary.

To maintain the necessary records relating to both the service and individual.

To ensure compliance with all Glenmore Trust policies and procedures. This includes our Dress Code Policy. (More information on this is available if requested)

Attend all training and qualifications as deemed necessary for your job role.

You will be required to work on a shift pattern to meet the needs of the service users. This will include evenings, weekends and sleep-ins.

You will be employed by The Glenmore Trust, so will be required to work where your skills, knowledge and experience are best suited to meet the people we support.

Promote and be responsible for a healthy and safe environment by following policies and procedures, complying with the Health and Safety at Work Act 1974.

To work proactively to market and make the Glenmore Trust attractive to service users and potential service users. Build positive links with external individuals and groups.

To play an active role in the continued expansion and reputation of The Glenmore Trust.

To encourage individuals to be fully involved in the running of their home, including cooking, cleaning (communal and individual areas), shopping, washing, ironing, etc. In some instances, depending on the level of need, staff may be required to carry out these tasks for individuals rather than assist them.

Any other reasonable duties as required.

### **Additional Responsibilities**

As a member of staff, you will be expected to be able to work anywhere in the Trust. There are additional duties and responsibilities specific to certain types of support we provide.



## Person Specification

To be shortlisted for interview you must indicate throughout your application form how you meet at least 5 of the essential criteria listed below. To be offered a position within the Trust you must demonstrate that you meet all of the essential criteria.

|   | <b>Essential</b>  | <b>Desirable</b>  |
|---|---|---|
| <b>Qualifications</b>                   | <p>Basic level of literacy &amp; numeracy.</p> <p>Attend &amp; obtain relevant training &amp; qualifications relevant to job role.</p>  | <p>NVQ in Care (Level 2 or 3) or other qualifications related to the role.</p> <p>Learning Disability Qualification.</p>  |
| <b>Experience</b>                       | <p>Communication with different people at different levels.</p>   | <p>Previous experience in working with people with disabilities in a residential or day care setting.</p> <p>Specific experience related to the role as described in the job description.</p> |
| <b>Skills</b>                           | <p>Good communication skills Including listening skills.</p> <p>Able to complete accurate and detailed written records.</p> <p>Ability to direct develop and support everyday living and community skills, e.g. cooking, cleaning, using buses, shops, restaurants, etc and to include practical skills.</p> <p>Assist individuals with personal budgeting and help manage the household budgets.</p> | <p>Able to use sign language, e.g. Makaton.</p> <p>Full driving licence &amp; access to a car.</p>  |
| <b>Attitude and Personal Attributes</b> | <p>Be able to demonstrate an open and approachable attitude.</p> <p>Ability to work on own initiative as well as part of a small staff team.</p> <p>To be able to work flexibly to meet the needs of the service, including evenings, weekends &amp; sleep-ins.</p>   | <p>Interest in various activities and hobbies such as swimming, art and craft, fell walking, football, theatre, books etc.</p>  |



## **Services Provided**

The Glenmore Trust provides services across North East Cumbria. We aim to enable people with learning and other disabilities to live as independently as possible in the community. The Trust is a Registered Industrial and Provident Society, established exclusively for charitable purposes, and has a Management Committee who has overall responsibility for the management of the Trust. Being a registered provider means that all our services are registered with the Quality Care Commission (CQC).

### **Respite Service**

The Glenmore Trust offers a superb respite facility. The modern four bed bungalow is fully accessible to people using a wheelchair. It offers respite care for up to three adults with learning disabilities, and is registered to provide support for one individual with a physical disability. The respite service also offers an emergency bed facility.

### **Supported Tenancies & Mental Health Services**

A number of our service users live in their own homes, as joint tenants or home owners, yet require a comprehensive package of support and care. The Trust works closely with these individuals and their families to ensure they are able to not only live as independently as possible, but to be an active part of the community.

### **Community Support Service**

Registered as a Domiciliary Care Agency, The Trust provides support to people living on their own, or with their families. The type and frequency depends on individual requirements, and includes personal care. Wherever possible clients work with the same members of staff, to ensure not only a consistent approach, but to develop relationships. The support teams work mainly on a one-to-one basis with the client, and they receive close supervision and support from a manager and Team Leader.



## **Policy Statement on the Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of Trust, the Glenmore Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Glenmore Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience

A Disclosure is required and all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered a position.

A Disclosure forms part of the recruitment process. All applicants called for interview must provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a designated person with the Glenmore Trust and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

For Disclosure purposes, no convictions will be viewed as being "spent".

We ensure that all those in the Glenmore Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevant and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.