# Application Pack

Thank you for your interest in working with Simon Community Scotland

The aim of this application pack is to guide you through our recruitment process. In it, you will find some information about the work of the organisation, an overview of our services and our values and aims together with the application form.

Our recruitment is values based which means that Our values define us. They influence who we are, what we believe is important in life, the way we live and how we treat people.

In our workplace they are guiding principles linked to behaviours that help our people deliver exceptional care and support.

Please also be aware that any offer of employment with Simon Community will be subject to satisfactory references and membership of the PVG Adult Scheme (for certain posts).

Simon Community strives at all times to be an Equal Opportunities employer. We welcome applications from all, although we do regret that some of our projects are inaccessible to those with mobility difficulties. For applicants from overseas we require that you have the necessary work permits / visa in place before starting work.

Within the application pack you will find the following documents:

* Values & Aims
* Equal Opportunities Statement of Intent
* Application Form
* Declaration of Criminal Convictions

If you have any questions about the application pack, or the services Simon Community provides, please feel free to contact us on 0141 418 6980.

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| **Our Benefits** |
| **Competitive salaries**  **Childcare Vouchers**  **Health care plan**  **Credit union**  **Refer a friend scheme**  **Holiday buy and sell scheme**  **Death in service benefit**  **35 days holiday increasing to 38 after 5 years service**  **Contributory pension scheme**  **Employee assistance programme**  **Specialised training and development platform** |

Simon Community Scotland is a registered Scottish Charity, No SC003076 Limited Company Number SC137419.

#### **Mission**

Our mission is to combat the causes and effects of homelessness

#### **Vision**

That everyone should have a safe place to live and access to the support they need

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| **Our Values** |
| **Inclusion & Participation** We include everyone in the services and resources they need, regardless of their circumstances and ensure each person's voice and influence is heard and felt in everything that we do. **Personalised & Creative** Each person we support is an individual with unique circumstances, needs and future potential which requires a uniquely tailored response. **Warmth & Regard** We see beyond a person's current or past circumstances, recognising their inherent value, worth and potential as human beings. **Partnership & Collaboration** We know that we need to work positively with others to deliver a truly inclusive and personalised approach, improve our response and add value to the experience of the people we support. **Supportive & Ambitious** We encourage and support ambition, building on strengths to foster hope for the people we support and deliver growth and development for staff and volunteers. |

# Equal Opportunities Statement of Intent

Simon Community recognises that people can be discriminated against on the grounds of their colour, ethnic origin, nationality, age, gender, marital status, religion, sexual orientation, disability or health problem (including HIV status) and in other ways.

As an organisation we are committed to the principle of equal opportunities for all and the development of a positive policy to combat discrimination and promote equal opportunity in all aspects of our employment practice, recruitment and the selection of staff, opportunities for volunteers, decision making structures and in the promotion of general membership. We will not discriminate on grounds of age, disability, maternity or pregnancy, gender and gender reassignment, race, religion or belief or sexual orientation.

In accordance with our various obligations under the relevant legislation acts, our equal opportunities policy and practice will be continually monitored and evaluated in order to ensure its effectiveness.

Unfortunately some of our premises are not suitable for people with significant mobility problems.

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| **Our Services** | |
| **RSVP Service**  Our rough sleepers and Vulnerable People  Service includes:   * 24 hour helpline * Street Team including Street   cycles   * The Hub drop in - open daily   for advice and info   * Complex Needs Team - for people   experiencing homelessness and  other difficulties and need consistent  long-term support  **Community Outreach**  We have outreach housing support services operating in 4 areas:   * North Lanarkshire community   outreach   * Hillhead Housing Association * Inverclyde Housing Association * Perth & Kinross   **Other Initiatives**   * Nightstop * Shared living programme * Self directed support (SDS) * Support officer service (SOS) * City ambition network (CAN) * Digital inclusion worker * Period friendly worker * Personal budgets * Gardening project * Our warehouse | **Accommodation & Support**  We offer different kinds of emergency and other temporary accommodation. Our aim is to prepare people for their own homes, so that they have the skills, networks and confidence to live independently when they move on:  **Glasgow**   * Govanhill - single women who need emergency accommodation and support (15 rooms) * Kent Road - Supported accommodation in flats for women on their journey out of homelessness (7 flats) * Maxwell Drive - Women who have complex needs and need supported accommodation while they are moving out of homelessness(8 rooms) * Parkhead - women who have complex needs who need temporary accommodation. We have 9 individual flats in a residential setting * Lenzie Gate - Men who need supported accommodation (10 rooms)     **North Lanarkshire**   * Black Street - Men who are homeless and have addictions (8 rooms) * Bridgework - Men who have experienced homelessness and may have other support needs like addiction or mental health issues (4 flats) * Houldsworth Court - Women who have experienced homelessness and may have complex needs (4 cottages) * Mason Street - Up to 8 men who are homeless and have addiction |

# Application to Join Us

Simon Community accept CVs for our vacancies however we also want to ensure we gather all relevant information therefore we ask you to complete the application form below.

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| **Name of applicant** |  |
| **Position applied for** |  |
| **Where did you see this post advertised? (SCS website, S1 Jobs, GoodMoves, referred by a friend)** |  |
| **If you have been referred by a friend, please state their name as you may be entitled to our refer a friend scheme payment** |  |
| **Preferred Location, please see above** |  |
| **If you are applying for a residential service, can you take part in sleepovers AND waking night shifts as this is an ABSOLUTE REQUIREMENT within our residential services** |  |
| **Current notice period** |  |

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| **Please explain why you are applying for this role and why you want to work for Simon Community Scotland.** |
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| **Please use this space to demonstrate the relevance of your experience, skills & personal qualities.** |
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| **Having read our Values, what attributes do you have that will fit with our culture?** |
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| **Declaration** |
| To the best of my knowledge the answers I have written on this form are true. I have answered all questions about myself fully and accurately, and I possess the certificates for the qualifications I claim to hold. I also know of no reason which would prevent me from taking up the post if I was offered it. I hold any work permits necessary and can legally work in the UK.  I understand that personal information contained in this application will be stored and processed for the purpose of arriving at a selection decision and the sensitive data will be monitored for the purpose of equal opportunities monitoring. I understand if I am appointed, the information presented will be used to form the basis of my personnel record.  ⎹ I agree with the use of my data for recruitment, selection and employment purposes.  Signed:       Date: |