



## Recruitment Pack



# Welcome

Hello! Thank you for your interest in working with Capella

This booklet aims to give you some background to Capella, who we are, what we believe, how we work and perhaps answer some of the questions you may have about the recruitment process in general. We hope that after reading this recruitment pack you will be inspired and feel encouraged to join us. We would love to hear from you.

As well as this Recruitment Pack, we are pleased to attach the following documents for your consideration and completion of your application:

- Job Description
- Summary of Terms and Conditions and Staff Benefits

## Who We Are?



Capella is a registered charity that runs a number of charitable services; Sleep Action and Teens+.

We believe in lasting change through learning, because everybody deserves to THRIVE. We have been supporting people to have healthier, happier and more fulfilling lives since 1998.

In 2024, Capella launched an ambitious five-year strategy for Teens+ and Sleep Action. In 2023, Capella was named Employer of the Year by the Edinburgh Chamber of Commerce and was shortlisted for the Outstanding Leadership Award at the Living Wage Scotland Awards.

Follow us on social media:



Visit our website:

[capella-charity.org](https://capella-charity.org)

# Teens+



Teens+ is a pathway for school leavers with additional needs to fulfil their potential.

Founded in Edinburgh in 2006 with the belief that everyone has the right to further education, regardless of need, Teens+ provides high-quality transitional education opportunities and therapeutic support for young people with complex communication needs including autism and learning disabilities.

Our transitional education day service is designed for young adults who are not quite ready to take the step into post school education, work or to a new home. Our person-centred programme works with the needs and aspirations of our students to help them thrive.

Our goal is to help our students and their families prepare for the next step into post-school education, work or a new home with tailored learning, and life and social skills. Teens+ operates four centres across Edinburgh and Musselburgh.

Teens+ also operates the services Next Steps and Friends+.

Our Friends+ service offers fun and engaging support that continues our ethos of quality and impact into the evenings and weekends.

Our Next Steps service empowers young people to reduce their reliance on paid support by creating new and meaningful opportunities.

Follow us on social media:



Visit our website:

[teensplus.org.uk](https://teensplus.org.uk)

# Sleep Action



There is no health and wellbeing without sleep.

Established in 1998, Sleep Action (formerly Sleep Scotland) is the UK's oldest sleep charity and leading provider of sleep support, training, and resources. Our aim is to enable everyone to thrive and to 'Be the Best You', because there is no health and wellbeing without sleep.

We work with health and social care professionals to deliver high-quality training to support healthy sleep. Our renowned Sleep Counselling courses provide the tools they need to work with families to promote healthy sleep.

We also support children, young people and their families to have healthy sleep by operating a free Sleep Support Line in Scotland.

For over 25 years, the organisation has worked throughout the UK and Ireland developing sleep services and providing intensive sleep programmes for children with additional support needs by training sleep counsellors to work directly with families in need of sleep support.

Follow us on social media:



Visit our website:

[sleepaction.org](https://sleepaction.org)

# Our Vision

We believe in lasting change through learning, because everybody deserves to **THRIVE**.

Our ambition for the future is to do more and reach more people.

We will drive change at a national, local and community level by evidencing our impact and influencing decision makers. We have the best people to achieve our goals, and we believe that, by working together, we can deliver lasting change and are ready to help people to thrive.

# Our Values

Our values help everyone **THRIVE**.

Our ambition for the future is to do more and reach more people.

Our values help everyone **THRIVE**.



## **Tailored**

We always put people at the centre of our work.



## **Humour**

Great things can be achieved when we are happy and have fun.



## **Resilient**

Flexibility, confidence, and creativity turn challenges into opportunities.



## **Integrity**

Passion and professionalism are vital for all involved in our organisation.



## **Value**

Everybody deserves respect and we are enriched through our differences.



## **Empathy**

Compassion and care are in everything we do.



# Why work with us?

Our staff are our biggest asset; without them we would not be able to do what we do.

Working for Capella is more than just a job, it's about achieving lasting change through learning. We've been doing this since 1998 and our charitable services are leading providers in our fields.

At Capella, we are committed to creating an environment and culture that promotes equality, diversity and inclusion; making sure Capella is a place for people to be their best, authentic selves.

- You will have the ability to make a positive, impactful difference to the people we support
- You will make connections with amazing, committed staff, and will share the same passion
- Capella provides training and growth opportunities, helping you enhance your skills and advance your own personal and professional development

A fantastic opportunity to align your career with your own values

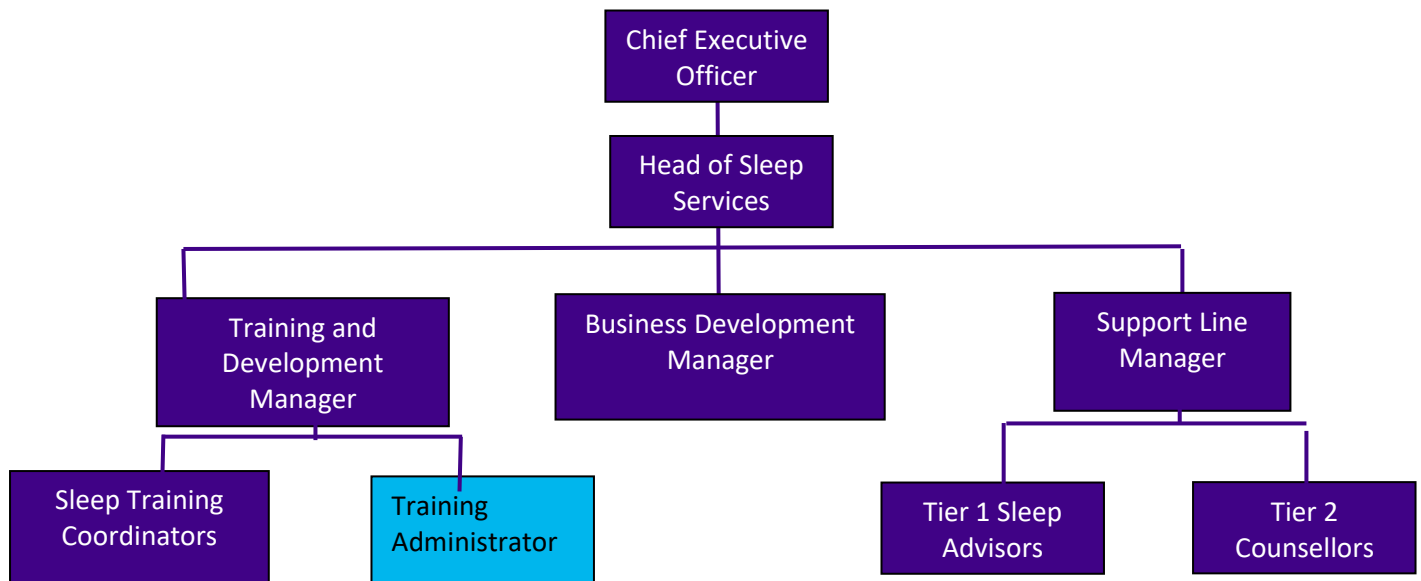


# Training Administrator

## Purpose of the role

Working closely with the Training Coordinators and Training and Development Manager, you will assist the team with administrative tasks to support the organisation, running and promotion of Sleep Action's training courses.

## Organisational position



## Principal duties

### Service Delivery

Deal with enquiries from potential and prospective delegates

Provide general administrative support for running the training courses e.g. identifying and booking venues, arranging catering, organising speakers' travel and accommodation, producing attendance sheets and delegate badges, setting up training venues and supporting speakers and delegates on the day

Arrange printing of training packs and materials for in-person training

Assist with post-course tasks e.g. collating evaluations, speaker expenses and fees, post-course evaluations and sending out certificates

Update training material, liaising with lecturers to update all materials, course and website

Attend conferences to represent Sleep Action by supporting the running of a stall and dealing with enquiries from professionals, parents and potential delegates.

### Finance

Prepare invoices for Sleep Action training course commissioners

### **Information Systems/Administration**

Maintain efficient records of training courses using the Training Management Software.

Maintain an effective filing system for training courses and events.

Maintain Sleep Counsellor database.

Proficiency using videoconferencing software including Zoom and Microsoft Teams.

Familiar with Microsoft Office suite.

### **Communication**

Foster and maintain good working relationships with internal and external stakeholders

Update training section of the Sleep Action website ensuring the information is correct and up to date

Ensure all Sleep Counsellors and Sound Sleep attendees have access to the Sleep Action website.

### **Other**

This descriptor is a guide for the post holder but other appropriate duties may be necessary from time to time.

### **Values**

Our people and our values are most important to us, so any member of our team must understand and live these values:

**Tailored** – We always put people at the centre of our work.

**Humour** – Great things can be achieved when we are happy and have fun.

**Resilient** – Flexibility, confidence and creativity turn challenges into opportunities.

**Integrity** – Passion and professionalism are vital for all involved in our organisation.

**Value** – Everybody deserves respect and we are enriched through our differences.

**Empathy** – Compassion and care are in everything we do.



# TERMS AND CONDITIONS SUMMARY FOR CANDIDATES

Working for Capella is more than just a job, it's about achieving lasting change through learning. We've been doing this since 1998 and our charitable services are leading providers in our fields.

The following terms and conditions are typically offered to permanent members of staff and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

- **Probationary period** 6 months
- **Annual leave** 36 days' annual leave including public holidays per annum, increasing to 40 in line with length of service (pro rata for part time staff)
- **Working hours** Full time hours are 35 hours per week (Monday to Friday)
- **Flexible working** Access to flexible working, including part time and sessional hours
- **Pension** Auto-enrollment into a contributory pension scheme with NOW:Pensions. The organisation contributes 3% of gross basic salary and the staff member contributes 5%.
- **Sick pay** Statutory sick pay during the probation period. After successful completion of probation, 10 days full pay & 10 days half pay, increasing to 20 days full pay & 20 days half pay after 2 years of service. (pro-rata for part time staff)
- **Enhanced Maternity Pay** Entitled to 3 months full pay, 3 months half pay followed by Statutory Maternity pay (SMP) at the government rate.
- **Training** A full and robust training and induction programme, including access to additional training during the course of employment
- **Employee assistance** Free confidential counselling through BUPA available 24/7. This includes access to a team of specialist who offer holistic support with anything from mental health concerns to legal and financial guidance.

- **Recommend a friend bonus scheme**
- **SCVO Credit Union**
- **HSF Health Cash scheme**
- **Annual bus pass scheme**
- **Cycle to work scheme**
- **Free staff breakfast/lunch**
- **Discounted gym membership with Edinburgh Leisure**
- **Homeworkers allowance**

# What Is the Recruitment Process?

1. Please send your CV or completed Part 1 & 2 application form to [hr@capella-charity.org](mailto:hr@capella-charity.org).
2. After you apply, we'll send you a quick email to confirm we've received your application.
3. If you're shortlisted for an interview, we'll reach out to let you know. We really appreciate the time you put into your application. While we can't provide feedback on applications that don't progress, we genuinely thank you for your effort.
4. If you're invited for an interview, a member of our HR team will give you a call, and we'll follow up with an email that includes all the details. We're proud to be a Disability Confident Employer, so if you need any adjustments for your interview, just let us know. And don't forget to bring your proof of right to work in the UK!
5. Your interview may include a panel discussion, a Teams chat, or even a presentation task, depending on the role.
6. After your interview, we'll be in touch via phone or email to share the outcome.
7. If you're the right fit, we'll extend a verbal offer, followed by a formal provisional offer letter from our HR team.
8. Once you accept the provisional offer, we'll start the pre-employment checks specified in the job offer letter, such as a background criminal check and references. Just a note: we'll only reach out for references after you've given us the go-ahead, and one of them should be from your current or most recent employer.
9. The HR team will keep in touch and provide updates on your pre-employment checks and will discuss the onboarding process with you prior to your start date.
10. Our recruitment process is all about you! We strive to be inclusive and tailor our approach to individual needs. Our goal is to make the entire experience positive and enjoyable.