



# Recruitment information for applicants

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## 1 What it is like to work for Cyrenians

***"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.

### Onboarding:

Your first few 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; and so on. Visits to the various Cyrenians offices and sites are encouraged during this period.

### Support:

Every staff member will regularly meet with their line manager to review workload, tasks and progress, ask any questions, and discuss any issues that arise. This is to ensure that you know what your role is, know what is expected of you, and that you get any support that you need.

A formal performance review will take place at the end of your 6-month probationary period.

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

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

### **Learning and Development:**

Cyrenians is a learning organisation and are 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

***"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."***

### **Communication:**

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

- Annual Staff conference. Where all staff have the opportunity to get together for a day to network, participate in activities, attend presentations from guest speakers and workshops on various topics relevant to our work; as well as enjoy lunch together.
- 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."***

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

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

### **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.

Cyrenians operates a blended working policy allowing for flexible working (including some working from home) where service needs allow.

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.

3 The Benefits

Working with Cyrenians brings great benefits and people really love working with us. A Staff Survey in 2022 revealed:



# STAFF SUPPORT PACKAGE

Living Wage employer  
Enhanced contribution to employee pension scheme  
Business bike mileage allowance  
Death-in-service scheme



Financial

Counselling support  
Occupational health referral  
Bike to work scheme  
Reflective practice group

Health & Wellbeing



Added Value

Training opportunities  
Free parking at all locations

Supportive Policies



Flexible working  
Enhanced sickness absence  
Special leave to support sudden and/or immediate care need  
Enhanced maternity / paternity / adoption / parental leave  
Excellent annual leave

cyrenians

## 4 Completing and submitting the application form

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 considered.

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

We do not ask for criminal convictions' information on the application form and will only ask for this from applicants shortlisted for interview. We will consider any information disclosed based on its relevance to the role being applied for.

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**.*

- **Online:**

You can upload and submit your application form via our website using the Apply button on the page where the role is advertised. [www.cyrenians.scot/jobs](http://www.cyrenians.scot/jobs)

- **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 (i.e. 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.

As a trauma informed organisation, and to get the most out of the interview process, we are sharing questions with all candidates in advance. Interviews will include competency-based questions and sometimes a task. Details of anything you need to prepare will be included in advance. 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 and this will be confirmed on the job description. Where appropriate, you will be asked to complete an online PVG application and provide the appropriate ID (i.e. passport, drivers' licence, recent bank statement, utility bill etc.).

## 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 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)**