

Recruitment Briefing Paper

Welcome to Carers Plus Yorkshire Ltd (CPY). We are delighted you are considering an application to work with the Charity and look forward to reading all about you! We thought it may be helpful to share a little about us and what some of the practicalities are around CPY working life:

Our Mission: Carers Plus Yorkshire enables unpaid Carers and those we support in the Community, to be heard and feel empowered to improve their own wellbeing and make positive changes in their day to day lives.

Our Core Objectives

Carers Plus Yorkshire is the **'go-to'** organisation offering support to Carers and the Wider Community across our developing footprint.

We seek to operate through four underpinning objectives:

- ✓ To offer **independent, high quality, information advice and support** through a range of services relevant to all clients and local communities, in the interest of improving personal health and wellbeing
- ✓ To proactively **represent the voice and needs** of the communities we serve; to listen, to respond and thereby influence the commissioning and delivery of services to accurately reflect needs
- ✓ To **raise awareness** of the support available and ensure the localities we serve take full advantage of our services – especially by reaching out to those who are hidden in our communities and need encouragement to access advice and information
- ✓ To **work in partnership** through **meaningful collaborations** with a wide range of other organisations; maximising the resources and services available across our geographical area.

- The organisation is both a Registered Charity and a Company Limited by Guarantee. We pride ourselves on living by our values, developing a ‘caring’ and supportive environment for all our staff team. However, the Charity also has a keen eye for business, looking to work in partnership with others for a long and sustainable future.
- CPY is funded through a combination of contracts and grants from national and local bodies.
- CPY work is primarily to support unpaid family carers from the age of 8 years old upwards. We also have a growing portfolio of community-based services supporting a wider range of adults (carers and non-carers) who would benefit from some form of additional support.
- Our website details more about the organisation and the full range of services offered www.carersplus.net

Summary Employee information

We thought it would be helpful to share some of the basic employee information with you:

- **Hours of work:** A full time post with CPY is typically 37.5 hours. Normally worked Monday to Friday 9am-5pm, with a 30mins lunch break. We do operate a TOIL system for when weekend/evening work is required – this is a minimal commitment but may be required at times
- **Payroll:** salaries are paid calendar monthly by the 26th of the month or earlier if 26th falls on a weekend or Bank Holiday.
- **Pension:** CPY offers a Group Personal Pension through Legal & General. Auto enrolment rules are followed. Employer contribution is 5%, minimum Employee contribution is 3%
- **Healthcare Cash Plan:** an optional benefit to help with costs such as dental, opticians, etc. Full details will be given.

- **Annual Leave entitlement:** Leave entitlement starts at 25 days and raises in increments to 30 days after 6 years' service. Bank Holiday entitlement is in addition to this
- **Expenses:** all staff members are entitled to claim work related expenses; mileage is paid at 45p per mile (excluding commuting to and from your base of work). Expenses are paid monthly separately to payroll.
- **Sick leave and entitlement:**
 - If you need to take sick leave within your first 4 months of work – statutory sick pay only payable
 - Between 4 months and one years' service – entitlement is 4 weeks (2 weeks at full pay, 2 weeks at half pay)
 - After one years' service – entitlement is 8 weeks (4 weeks at full pay, 4 weeks at half pay).
 - After 6 years' service – entitlement is 16 weeks (8 weeks at full pay, 8 weeks at half pay)
- **Induction and Probation:** We are keen to ensure all new staff feel welcome, confident and part of the team as soon as possible. To aid this process we have a comprehensive 4-week induction process (including relevant training, familiarisation with the full-service portfolio, a firm understanding of project expectations and practice shadowing). We support staff to successfully navigate a 6month probationary period.
- **Staff Welfare:**
 - Through a line management structure, CPY ensures all staff are supported through individual and confidential supervision sessions on a monthly basis.
 - We have a monthly 'team meeting' structure that encourages staff to share progress/experiences and learning with their peers
 - Counselling services also available through the Healthcare Cash Plan scheme

“Why choose CPY? Well why not!? I've worked for CPY for nearly 4 years. The work is varied and I get a great sense of being part of a big team even though the service I work on is myself and a colleague. CPY really cares about the work they provide in terms of offering carers and non-carers the opportunity to gain valuable support for themselves. But it also cares about its staff and volunteers, I have been able to develop and enhance existing skills and knowledge and get the chance to support new colleagues so they too have a sense of belonging to this great organisation”. **Sarah**

We hope you found the above information helpful.