

falkirk & clackmannanshire

**carerscentre**

Inform | Support | Involve



# Application Pack

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## Principal Funders of Central Carers Association



## Central Carers Association

Is the local voluntary organisation that supports carers in Falkirk district and Clackmannanshire and is the managing body of the Falkirk & Clackmannanshire Carers Centre. The organisation, which is a registered charity and limited company, is managed by a voluntary Board of Trustees who are elected from the membership of the organisation.

### Mission Statement

To ensure that carers of all ages are recognised, valued, receive the information, and support they need to allow them to care with confidence and in good health, and are empowered to have a life of their own outside caring.

### Values

Central Carers Association aims to provide quality, confidential services that are sensitive to the needs and wishes of local carers and provide opportunities to allow carers to participate in the development of local health and community care services to improve the quality of life for carers and those they care for.

### Aims of the Association

- To identify carers and encourage mutual support.
- To raise awareness of the needs of carers and establish carers support groups.
- To co-ordinate views of carers within the Association's area by identifying and raising carers' concerns with policy makers and service providers.
- To assist carers to liaise with all relevant agencies.
- To promote services which help carers.
- To collate and disseminate information relevant to carers within the Association's area.
- To recognise and work with former carers within the Association's area as appropriate to their circumstances and experiences.
- To promote the principle and practice of equal opportunities for all carers.
- To promote good communication, collaborative working and partnerships between statutory, voluntary and community organisations which provide services to carers, to ensure better co-ordinated and more effective support to carers and respective service users.

### Privacy Notice

In accordance with the General Data Protection Regulation, Central Carers Association has developed a Privacy Notice for Job Applicants to inform prospective employees about the types of data we process, the reasons for processing this data, the lawful basis that permits us to process the data, how long we keep the data, and the rights of applicants regarding their data. This document can be viewed on our website: [www.centralcarers.org](http://www.centralcarers.org).

### The Carers Centre

The Carers Centre is a growing and forward-thinking organisation with ambition to support an increasing number of children, young people and adults who provide unpaid care for a family member or friend due to disability, illness, addiction, or frailty.

To achieve this, the Carers Centre provides information, support, and involvement opportunities for carers, of all ages, across Falkirk district and Clackmannanshire.

## Organisation Structure

The day-to-day management of the Carers Centre is delegated by the Trustees to the Carers Centre Manager. We currently have 30 members of staff who are based in various locations, including the Carers Centre in Falkirk, Forth Valley Royal Hospital and Falkirk Community Hospital and community settings within the Clackmannanshire area.

## Working for Central Carers Association

Staff benefits include:

- Competitive salary scales, with annual increments until top of scale is reached.
- 8% contribution to Legal & General Workplace Pension Plan.
- 20 days annual leave (increasing to 25 after 5 years' service) plus 14 days public holidays.
- Support for employees with a caring role including up to 5 days paid leave.
- Staff Wellbeing Policies.
- Employee Assistance Programme.
- Flexibility around starting and finishing times and length of lunch breaks.
- Hybrid working.
- Regular supervision and support.
- Staff development to improve knowledge and skills.

## Application Process

Details about the post are contained in the Role Profile.

To apply to work for Central Carers Association you need to fully complete our Application Form - CVs will not be accepted. **Shortlisting is dependent on applicants being able to demonstrate how their knowledge, skills and experience relate to the post applied for, which are detailed in the Role Profile.** Please read the role profile thoroughly before applying.

A link to our online Application Form can be found on our website. Once submitted you will receive a confirmation email and copy of your completed form. A downloadable form is also available and should be completed and returned to:

[recruitment@centralcarers.co.uk](mailto:recruitment@centralcarers.co.uk)

If you are unable to sign your downloaded application, you will be required to do so if you are appointed to the post.

The closing date for applications and interview dates are included in the advert for the post – please let us know as soon as possible if you would be unavailable on this date.

We will endeavour to let all applicants know the outcome of their application however, we will not provide feedback on unsuccessful applications.

Thank you for your interest in working at the Carers Centre - we look forward to receiving your completed application.