

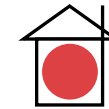
The Richmond Fellowship Scotland

Working for The Richmond Fellowship Scotland

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The Richmond Fellowship
Scotland



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Who are the Richmond Fellowship Scotland?

We are the biggest provider in Scotland of community care services. We support nearly 2000 people across the whole of Scotland. Our first services were for people with mental health difficulties. Nowadays we also support people with learning disabilities, people with autism, people with dementia and people with alcohol related difficulties. We support people in their teens and people in their nineties.

We provide many different kinds of services. Most of the people we support have their own tenancies. We design our support to meet the unique requirements of each individual. We help people to manage practical tasks around the home. We help people to get involved in the life of their community and in the activities of their choice.

We also provide day services and counselling services and respite services and crisis services. In total, we have more than 140 different services. We have become a very large organisation but we have not lost sight of the individuals that make up our organisation. We provide the best services we can for the people we support and we aim to be good employers to our workers.

Who are The Richmond Fellowship Scotland?	1
Do we have a post that suits you?	2
What do we look for in our Staff?	4
What do we offer our staff?	6
How do I find out more?	8

Do we have a post that suits you?



We have services in most parts of Scotland. We have a workforce of nearly 2500 and we are still growing. We fill hundreds of posts each year. Some of these posts are full-time and some are part-time.

Many of our workers start as **Support Assistants**. The work might involve helping people with practical tasks like cooking, shopping and budgeting. Some people need support to join in community activities, to learn new skills or to enter training or employment. In some services, people need help with dressing, washing and other kinds of personal care. Some of the people we support need a lot of help and have limited communication skills.

If you have a social care qualification or some previous experience, you might start work with us as a **Support Worker**. You would usually be expected to be a key worker and to co-ordinate support and development plans for the people we support.

Alternatively, you could consider working for us as a **Sessional Worker**. This may suit people with limited time available or those who are working out what kind of work suits them best.

We have nearly 200 **management posts**. We expect people applying for these posts to have a good background of relevant experience. All of our managers must either have a suitable qualification or be prepared to work to get one.

We recruit **administrative staff** to work in our Head Office, our Regional Offices and some of our Locality Offices. From time to time, we have vacancies in our Head Office for **specialist staff** working in areas like finance, human relations, ICT, quality evaluation, training or marketing.

Last but not least, we always welcome **volunteers** to complement the work of our staff- we have a special leaflet that explains what is involved in being a volunteer.

We advertise most of our vacancies in local or national newspapers. In some places, we hold Open Days or Recruitment Fairs that speed up the whole process for people seeking work with us. You can find out what vacancies we have in your area from our website or by contacting your nearest Regional Office. Many of our Regions have a rolling programme of recruitment so you can apply at any time.

What do we look for in our staff?

First and foremost, we are looking for people that agree with the values that underpin our work. Read our Charter of Values and see whether your values are in line with ours.

You don't need to have spent years working in social care to get a job with us. We will take other things you have done in your life into account - looking after children or elderly relatives, for example, or working as a volunteer. Whatever your previous experience, our induction training and our supervision systems will help you to learn the ropes.

We recruit people in their teens who may be just starting off in their careers. We recruit older people who may have taken retirement from their first career. We recruit people who may be a bit disillusioned with what they are doing and are looking for a fresh start. We recruit all ages and all sorts.

We are committed to equal opportunities. We will never discriminate against you because of your age, your gender, your sexual orientation, your disability, your ethnic background or for any other reason. In some Regions, we are especially keen to recruit people from an ethnic minority background.

What we do expect from all our staff is a real commitment to helping others and a willingness to learn. Read the stories on our website about 'A Day in the Life' of some of our workers and some of the people we support.



What do we offer our staff?



We have more than 20 people working in our Learning and Development Teams. That means all new staff can benefit from a really thorough **induction programme**. New workers learn the essentials about the organisation, about our values and about our systems.

Our training strategy says that we will aim for all our workers to be properly qualified. Whatever post you hold,

you will be offered opportunities to gain a qualification usually through the SVQ system. We will make sure that everyone studying for a **qualification** is given the right support and guidance.

We think good **supervision** is the key to a good service. One of the essential bits of the induction programme is learning how to use supervision. All workers have a monthly supervision session with their manager. Supervision gives everyone the opportunity to reflect on their work and improve their skills. Your manager will help you draw up your own Learning and Development Plan.

We review our salaries to make sure they are competitive. Our scales are short so you can move quickly from the bottom to the top. Whenever we can, we fill **promoted posts** internally. We have a good track record of helping our staff to move onwards and upwards.

Because we are such a large organisation, we can offer a **variety** of different experiences. We have a staff transfer policy that helps people to move to different posts and different services.

We offer good **Conditions of Service**. Staff in services work a 37.5 hour week and are entitled to 30 annual leave days a year (including public holidays). We offer a group personal pension scheme. We have 'family-friendly' policies covering areas like maternity and paternity leave, flexible working and child and elder care leave entitlements.

As employers, we try to offer as much **flexibility** and as much **choice** as we possibly can.

How do I find out more?

There is a lot more information about the organisation on our website - www.info@trfs.org. The website includes our Annual Report and our Corporate Plan and news stories about our successes and achievements.

You can apply on-line or by posting an application form back to us.

Whatever the post, you can talk informally to local managers. You can also get additional information from our Personnel Team at our Head Office.

You will often be invited to visit the service where there is a vacancy. That gives you the chance to meet the staff and the people supported in the service. We always try to involve the people we support in choosing the staff for their service.

The Richmond Fellowship Scotland supports ability and individual potential. That doesn't just apply to the people we support. It applies just as much to the people who work for us. We aim to be the best in our field of work. We want to recruit the best workers we can. If we offer what you are looking for and you can offer what we are looking for, fill in the application form or give us a call. We might just have the opportunity you have always wanted.



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