



(Registered charity: 1167758)

Applicants Pack

You will find below key information about our charity, the project and the role. Please take time to read this along with the role description and person specification below and explore our website to learn more about our work before applying.

On our website you will find all the information you need to help you decide whether to apply for a position with us. There are various forms that you will need to apply and you should be able to download these documents:

- Application form
- Applicants Pack
- Job Description and Person Specification
- Equal Opportunities and Diversity form

Job Description & Person Specification - You will need to read this document before completing the Application form. This describes the skills, experience and qualifications we're looking for, along with details of the job's responsibilities and accountabilities. If you require further information then please get in touch by contacting the person named on the advertisement.

Application Form - To complete the form fully, please read the Job Description and Person Specification first, in order to answer the experience, skills and knowledge section of the form. This important section of the application is your opportunity to demonstrate your suitability for our team and you should ensure that you address the criteria outlined in the person specification when compiling your response. Please complete all questions as fully as possible and use type or dark ink as the form will be photocopied.

Please keep to the word count as we will only read and consider up to that number and so important information may be missed.

References - Please provide details of two referees. One of these should be your present or most recent employer. Neither referee should be a relative or purely personal friend. Although we will not take references without your permission before interview, you should be aware that Peer Power reserves the right to carry out a range of checks in respect of your application which may include contacting any or all former employers and/or education/training providers.

Policy Statement on Recruiting Applicants with Criminal Records

This statement sets out our approach to the recruitment of applicants with criminal records and should be read before completing the declaration of criminal records form:

We recognise the contribution that people with criminal records can make as employees and volunteers, and welcome applications from them. A person's criminal record will not, in itself, debar that individual from being appointed to a post at Peer Power. Suitable applicants will not be refused a post because of offences which are not relevant to, and do not place them at or make them a risk in the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- whether the conviction is relevant to the position applied for,
- the seriousness of any offence revealed,
- the age of the applicant at the time of the offence(s),
- the length of time since the offence(s) occurred,
- whether the applicant has a pattern of offending behaviour,
- the circumstances surrounding the offence(s) and the explanation(s) offered by the person concerned,
- whether the applicant's circumstances have changed since the offending behaviour.

Further advice and guidance on disclosing a criminal record can be obtained from [Unlock](#).

Process at Application Form Stage

Our work involves regulated activity with children, young people and vulnerable adults. It is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales).

We will ask you to declare at application form stage, the following:

- ✓ I am not barred or disqualified from working with vulnerable groups, children or young people.
- ✓ I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

Process at Conditional Job Offer Stage

If you are given a conditional job offer at Peer Power, you will need to complete a Declaration of Criminal Convictions Form and complete a satisfactory Enhanced DBS and References check before the job offer is final.

Declaration of Criminal Records form – You will only need to complete this form if you are offered a post, and it can be returned under separate cover for confidentiality. Before

completing, please re-read our policy statement on Recruiting Applicants with Criminal Records above and note that posts at Peer Power involve regulated activity with children, young people and vulnerable adults, therefore is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). You are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions that would otherwise have been considered “spent” under the Act.

Disclosure and Barring Service - As an organisation working with children and young people, we do require all employees and volunteers to undertake a DBS disclosure at an appropriate level for their role. You will be asked to complete a DBS application form and provide the required ID during the recruitment process. Any information given to, or received by, Peer Power will be dealt with under controlled access and limited to those who are entitled to see it as part of their duties in compliance with the Disclosure and Barring Service Code of Practice.

If you are not successful in your application, all documentation collected for a DBS disclosure will be destroyed. If you are appointed to a position at Peer Power, we will submit your DBS application for checking. The resulting disclosure will be sent to you as the applicant and Peer Power requires that you produce this copy to management and confirm whether the information contained in it is accurate.

Equal Opportunities and Diversity – Peer Power is committed to implementing equal opportunities and promoting diversity in all its work. We welcome applications from a wide range of candidates, including those with criminal records. We believe that diversity in our workforce benefits the young people that we work with and enriches our organisation.

Disabilities - If you need any assistance to attend or participate in the recruitment process please get in touch by contacting the person named on the advertisement.

At interview stage you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Equal Opportunities and Diversity Monitoring Form - Please complete this form and submit with your application form as this assists with our analysis, and helps ensure we are not discriminating against any groups or individuals. The recruitment panel will not see this form which is for monitoring purposes only.

Data Protection - Peer Power complies with the Data Protection Act 1998.

Alternative Formats - If you require any documents related to the application process in an alternative format, please contact info@peerpower.org.uk or call **07429 456432** to enable us to assist you.

Queries - If you have any queries about the post please email these to info@peerpower.org.uk or call **07429 456432**, asking to speak to someone with regards to the role. We will do our best to speak to you immediately but sometimes this is not possible and in that case we will respond within 24 hours of your enquiry.

About Peer Power

Peer Power is an exciting new social justice charity that promotes empathy towards vulnerable children and young people.

Our work supports the most vulnerable children and young people in society; those impacted by Adverse Childhood Experiences (ACE's), including abuse, trauma, rejection and loss, those most excluded and not heard in society, and often with experience of social care and youth justice agencies.

We support them, and the agencies that are involved with them, to aid recovery through empathy and stronger relationships, improving emotional health and well-being, and through working together to transform services for children.

Why we exist

The systems designed to care for or rehabilitate vulnerable children and young people who have suffered significant Adverse Childhood Experiences (ACE) are flawed. Despite some inspirational staff working within them, too often they take already damaged children on a journey that can contribute to further damage and trauma.

Peer Power aims to address the failure of these sectors to effectively support the emotional health and wellbeing needs of the young people they work with.

All our programmes are driven by what young people (with experience of justice, health and social care services) have told us will make a positive difference.

Peer Power is Peer (or lived experience) Led; all of our delivery team have experienced support services; all our programmes are Peer Led.

What we do

Peer Power aims to influence and change agencies and systems for children and young people, particularly in youth justice, children's social care and mental health systems. Our work influences:

- Shared decision making, involving young people in decisions about their lives
- Child-friendly justice
- Person-centred and relational practices as the norm not the exception
- Empathy-led/ user-led service design
- More people with lived experience working in support agencies, and in positions of influence

Using Peer Led empathy, nurturing and positive psychology approaches, we place young people at the heart of delivery, enabling them to learn the language of emotions, tell powerful stories and lead workshops with workers and commissioners. As they share their experiences and make recommendations for how things could be better, they influence the services that support them and change the system.

Our Vision is that *all* children and young people are supported, understood, and able to contribute positively to society and their own future.

Our Impact

□ **Improved emotional health and wellbeing.**

We do this by building trusted, consistent relationships and developing empathy using an approach that is positive, nurturing, strengths based and resilience-oriented. We develop community solutions to ensure on-going supportive relationships for vulnerable young people that are sustainable and not 'short term' funding dependant.

□ **Improved support services and engagement.**

By collaborating with professionals and organisations we help them develop higher standards of empathy, inclusion, and diversity. We facilitate a healthy respect and greater collaboration and relational engagement between young people and adults enabling their thoughts, experiences and "voices" to be taken seriously and incorporated into the design and delivery of policies and programmes.

□ **Increased stakeholder participation and decision-making.**

We create platforms that give young people an increased voice in the decisions that affect their lives and a role in their implementation

Where we work

We are currently London based with an office in Victoria and work directly with children and young people with complex needs and who have had Adverse Childhood Experiences (ACE's). We also deliver projects occasionally in other parts of England and Wales and it is expected this national work will increase as the charity grows.

Who we work with

We have worked with national agencies such as the Youth Justice Board, Ministry of Justice, Office of the Children's Commissioner and NHS England, local social care, health and youth justice teams and we *collaborate* with charities that share our values to increase our impact.

You can learn more about our charity through our website: www.peerpower.org.uk

About the role

Reporting to and working closely with the CEO as a senior member of a small but growing staff team, the Head of Finance and Operations is a new role, responsible for developing and implementing the financial strategy and management, business analysis and reporting of Peer Power, ensuring ongoing viability and a secure financial future in line with the organisation's charitable status, mission and values, as well as playing a leading role in the organisation's human resources strategy. The job holder will manage and receive

support from a part-time Office Manager, and work closely with the CEO and trustees to develop and deliver effective finance management, including planning and strategy.

You will be a qualified accountant with a keen commercial sense and a passionate commitment to the vision of Peer Power. You will provide financial advice and information to the Chief Executive, the Board of Trustees and develop and maintain financial systems and strategies. You will have substantial experience / awareness of SORP, charitable finance regulations and key strategic finance reporting.

You will be responsible for the preparation of organisational budgets, management and annual accounts, business analysis and management report information maintaining close links and a strong working relationship with the CEO and project leads to ensure appropriate and timely provision of management information and close management of individual budgets. You will also manage the annual audit process, as well as routine reviews and risk assessments.

You will have strong leadership experience in a finance function, and be able to demonstrate expertise in leading and developing finance, administration, human resources and IT that will help realise sustainability and continual improvement

Responsibilities will include managing day-to-day HR operations, including pensions and payroll, while leading on identifying and implementing improvements across HR processes to best reflect best practices and legal requirements. You will have an opportunity to have a real impact on colleague engagement in line with the values of Peer Power.

You will be a proactive team player who can demonstrate initiative with excellent organisational, team management and communication skills

We would welcome applications from individuals with HR experience within the charity sector – relevant qualifications are welcome – as well as experience in planning and delivering HR-related projects. A good understanding of basic employment law with the ability to adapt and source advice for more complex situations, as well as experience managing HR systems will also be valuable

You will be based in our London office base, around 5 minutes from Victoria station in London. Some of the hours can potentially be worked from home, with prior agreement.

Who are we looking to recruit?

Are you an experienced Finance Manager? Do you enjoy a start-up/ fast growth environment and the opportunity to 'make your mark' on an organisation?

You'll thrive on a challenge and be able to work with minimum supervision, sometimes under time pressure. As a small charity things are often changing as we grow and you must be flexible, positive and relish the opportunity to grow with us, influence our development, and be willing 'to get stuck in' where needed. You will lead the team in the CEO's absence as a member of the Senior Management Team.

The ideal candidate should have the following qualities and skills:

- Qualified ACCA/ ACA / CIPFA or equivalent
- Leadership experience
- Experienced in financial planning and budget management and analysis
- Ideally experienced in the charity sector but not essential
- Creative in solving problems, generating ideas and committed to continuous improvement
- A strong communicator able to communicate complex ideas clearly and simply
- Commitment to Peer Power's Values as developed together with young people: Empathy, Respect, Fairness, Open & Honest and Positive

What you can expect from us

You can expect a generous leave allowance, training and a warm, supportive and flexible working environment

- 25 days holiday, plus 8 public holidays
- Further 2 days 'personal leave' and additional discretionary leave between Christmas and New Year
- Employer contribution to pension

Applying

- Application forms and Equal Opportunities Forms should be returned for the attention of the 'Peer Power Office Manager' Lucy Hill at Peer Power lucyhill@peerpower.org.uk who will acknowledge receipt
- Please email us if you would like the Application Form in Word format rather than PDF
- Please specify the date at which you can start working with us, if successful.

Sadly we are unable to contact unsuccessful applicants or consider those applications which are submitted after the deadline

Candidates who are invited to interview will be asked to sign a copy of the submitted application form.

Key dates:

The closing dates for applications is **Midnight on Tuesday 17th April 2018**

We will then be inviting candidates for interviews in person on:

- **Tuesday 1st May 2018**

If you apply please save this date in your diary

The interview will consist of panel-led interview and a role-specific exercise, and will involve young people as equal decision makers.

If we have a large number of applicants we may contact you for a telephone interview prior to the interview date. We will contact you by email or phone to arrange this if required.