

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

Dear Applicant,

**RE:** Branch Manager, RCV Oxfordshire

Thank you for expressing an interest in the above-mentioned post with Ryder-Cheshire Volunteers (RCV).

The following documents constitute our application pack:

1. This information pack, to include:
  - a) Information about RCV, and our work in Oxfordshire;
  - b) A Job Description; and
  - b) A Person Specification
  
2. An application form, to include:
  - a) An Equal Opportunities Statement; and
  - b) An Equal Opportunities Monitoring form (to be returned in a separate envelope)

The deadline for receipt of completed applications is 30<sup>th</sup> July 2010. Candidates will be shortlisted for interview in the week commencing 9<sup>th</sup> August 2010, with interviews being held on Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September 2010 at our office in Warwickshire. Candidates selected for interview will also be required to give a 15-20 minute presentation.

If you have any queries regarding the role, please contact Ryder-Cheshire Volunteers during office hours on 01926 485446.

Thank you for your interest in this new and exciting role with RCV. We look forward to receiving your application.

Yours faithfully,

Stephanie Flower  
Chief Executive Officer  
Ryder-Cheshire Volunteers  
1<sup>st</sup> July 2010

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## INFORMATION AND GUIDANCE NOTES FOR APPLICANTS

**Please read these notes in order to assist in the completion of the application**

### **Application form**

It is very important that you include as much relevant information as possible on the application form provided. **Curriculum Vitae will not be accepted as part of an application.**

### **Job Description**

This gives you a basic summary and details of what the role entails. This will assist you to complete the application form, so please read it carefully.

### **Person Specification**

This is a list of the skills and attributes that RCV is looking for. It is essential that you demonstrate these skills in the 'Supporting Statement' of the application. Shortlisting candidates for interview will be based on how well candidates demonstrate that they meet the Person Specification.

### **Equal Opportunities**

RCV is striving to be an Equal Opportunity employer. This application form does not contain any questions relating to

- (a) place of birth/nationality
- (b) marital status or children; and/or
- (c) age

### **Disclosure of convictions**

Due to the nature of work conducted by RCV, all recruited staff and volunteers will be subject to an Enhanced CRB check. Applicants are asked to disclose any information relating to convictions in a sealed envelope when submitting their application.

### **Asylum and Immigration Act**

In accordance with Section 8 of this Act, all new employees will be required to produce evidence that they are legally entitled to live and work in the United Kingdom.

### **Invitation for interview**

All applicants will be notified in writing as to whether they have been shortlisted for interview.

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## **Hours of work**

This role involves a 35 hour week. Due to the nature of the work, the post-holder is required to be flexible in terms of these hours, which may include some evening and/or weekend work. In recognition of this, RCV operates a flexible working policy in terms of managing time, so as to ensure that staff maintain a good work-life balance.

## **Location**

The post is likely to be based in Didcot, South Oxfordshire. The post-holder will routinely travel throughout Oxfordshire and will, at times, be required to work outside of the area in fulfilment of the role.

## **Induction**

All staff will undergo a period of induction once employment commences.

## **Probation**

All new employees are required to complete a satisfactory 6 month probationary period. During this time, progress against objectives defined by the Person Specification and Job Description will be measured. Staff will be expected to demonstrate their performance and competency within these areas.

## **Training**

RCV Central provides training opportunities which staff and Management Committees of Branches are invited to attend. Any other training will be provided at the discretion of, and in discussion with the Branch.

## **Annual Leave/ Bank Holiday Entitlement**

Annual Leave is currently provided at 28 days a year, calculated on a pro-rata basis for part-time staff. Holidays run from January-December. This includes 3 days, which must be held over, to cover the Christmas to New Year period. Bank Holiday Entitlement is 8 days per year, again calculated on a pro-rata basis for part-time staff.

## **Sickness/ Absenteeism**

During a new employee's probationary period, sickness and absence, other than any authorised leave, will be paid as SSP (statutory sick pay), and not provided until the fourth consecutive day of absence. After this time, absence from work due to sickness will be paid at four weeks full-pay, followed by four weeks half-pay.

## **Pension**

At the end of the probationary period, new staff will be invited to join a stakeholder pension scheme, as nominated by the Branch.

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## **Mileage Allowance**

Employees are reimbursed when required to use their own vehicles for official business, and are required to be insured for business use. If appointed, it will be necessary to produce your driving licence and evidence of appropriate insurance.

## **Relocation expenses**

RCV regrets that it cannot provide relocation expenses for staff.

## **No Smoking Policy**

RCV operates a smoke free policy. The policy only relates to an employee's own vehicle if it is being used to transport colleagues and/or service users.

## **Notice period**

This post will be subject to a notice period of 3 months following successful completion of the probationary period. Prior to this, the notice period will stand at one week for either party.

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## The principles of Ryder-Cheshire Volunteers

### Vision:

Every adult with a physical disability is given the opportunity to realise their dreams, recognise their potential and live the lives they want.

### Mission:

To become the leading provider of leisure and learning opportunities for adults with a physical disability across England, and reach even greater numbers of people in need of our support in the future.

### Objectives:

1. **Adding colour to life:** Create the opportunities for adults with a physical disability to engage in two of life's greatest pleasures - leisure and learning.
2. **A pathway of opportunity:** Enable individuals to recognise the many further opportunities available to them within their local communities
3. **Reaching more people:** Meet the needs of an even greater number of adults with a physical disability in the future
4. **Trailblazing:** Actively develop our reputation as leaders in our field, and pioneers of best practice.
5. **Continuous improvement:** Keep abreast of external practice and how this impacts our work, in order ensure we are fit for purpose and prepared for the future.
6. **Working in partnership:** Work together, as a family of charities, to jointly shape the future of RCV at a local and national level

## Our values

We believe that people should.....

Not be defined by their disability

Be encouraged and able to reach their potential

Be able to live the lives they want

See RCV as a stepping stone to a richer life

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## **A man before his time.....**

Ryder-Cheshire Volunteers (RCV) was set up in South Oxfordshire in 1986, and was based on the vision of Leonard Cheshire, who was keen to see the availability of leisure and learning opportunities for adults with a physical disability. Since that time, demand has grown, and RCV now works across 7 counties of England.

## **Leisure and learning....**

Leisure and learning are often regarded as two of life's great pleasures. Although impossible to mention them all, recent activities have included swimming, board games, archery, painting, sailing and learning Spanish. These activities provide opportunities to build confidence, develop skills and interests, enhance quality of life, improve physical and mental health, reduce social isolation and encourage involvement within local communities. Through our work, we provide the stepping stone to a richer life.

## **The role of a Co-ordinator.....**

Each RCV Branch provides leisure and learning opportunities. Depending on location, some Branches have more than one project. Each project is run by a paid Co-ordinator, who is responsible for assessing the needs of each person referred to the project and for linking him or her with a suitable volunteer. Great care is taken to link the member with a volunteer whose interests are similar.

Volunteers normally visit their partners for an hour or two each week, with activities either in or outside of the home. Although volunteers work independently, they are encouraged to attend training and social events, which are organised by the Co-ordinators at periodic intervals.

Members, who, by choice, do not want or require support from a volunteer, are not precluded from accessing leisure and learning opportunities. Instead, RCV will offer a facilitation service, which enables them to join an existing club, adult education class or leisure centre. To this end, the Co-ordinator will research available opportunities, check access, supply information, arrange transport, accompany for the first two visits and monitor the situation for six months, by which time the person should be able to continue independently.

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## **Organisational structure**

RCV is a family of charities, made up as follows:

### RCV Central:

The head office, based in Honiley, near Kenilworth in Warwickshire. The central organisation's role is to:

- a) Provide best practice to fledgling and existing branches;
- b) Develop our work across new areas of England, by setting up local Branches; and
- c) Manage existing projects which are yet to become registered RCV Branches.

RCV Central is a registered charity and company limited by guarantee, and governed by a Board of Trustees.

### RCV Branches:

Affiliated Branches are associated to the national organisation by virtue of their governing document and RCV's Branch Agreement. Each Branch is registered with the Charity Commission, and adheres to RCV's standards of practice. Each RCV Branch is governed by a Management Committee (local board of trustees).

## **Branch development**

RCV was set up in Wallingford, South Oxfordshire in 1986. Over the years, our work expanded across a number of counties in England, and was managed at a central level. The decision to develop an affiliated branch structure was based on the realisation that we could effectively reach more people and sustain our work if we worked in more localised ways. In 2006, we developed our first Branch, based in South Oxfordshire, with Branches in Reading, Warwick, the Vale of the White Horse and the East Midlands quickly following suit over the course of the next 3 years. Three projects are yet to become Branches, in the Vale of Aylesbury, South Northamptonshire and Cherwell (see below).

### **RCV Oxfordshire**

In order to prepare for a future which allows us to provide a seamless level of support to adults with a physical disability and respond more effectively to the government's personalisation agenda, our Branches and projects across Oxfordshire (South Oxfordshire, Vale of the White Horse and Cherwell) have decided to work collaboratively, and launch as RCV Oxfordshire on 1<sup>st</sup> October 2010.

RCV Oxfordshire will employ 6 members of staff. This includes the Branch Manager, and 5 part-time Co-ordinators. All staff, other than the Branch Manager, will be transferred across to this new Branch, with existing employment rights protected under TUPE.

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

## Job Description

### Branch Manager, RCV Oxfordshire

<b>Job Title</b>	Branch Manager, RCV Oxfordshire
<b>Responsible To</b>	RCV Oxfordshire's Management Committee
<b>Responsible For</b>	RCV Oxfordshire's Co-ordinators working across the county
<b>Salary Band</b>	P01 33 -36 £28,353 - £30,010 (NJC payscale)

### Overall Job Purpose

To provide operational leadership and support to RCV's front-line staff team in Oxfordshire and manage all other aspects of our work across the county. This will involve the continued delivery of high quality services for adults with a physical disability and the development of working practices, in line with internal and external influences of the disability and wider sectors (including the immediate priority of implementing RCV's approach to Self Directed Support).

### Key responsibilities

#### Operational Leadership and Management

- Manage RCV Oxfordshire's staff team in accordance with RCV's Branch Agreement, with regular Support and Supervisions, Case Management Meetings and Annual Appraisals
- Lead, motivate, develop and enable staff to work with initiative as individuals, Oxfordshire team members and as part of the larger RCV network
- Provide leadership to the Branch, and take responsibility for its management , within the framework laid down by the Branch Agreement

#### Service Delivery

- Develop the Branch's role as the service provider of choice for adults with a physical disability who wish to pursue a leisure and/or learning activity
- Promote, facilitate and monitor the participation of adults with a physical disability, ensuring that individuals can be fully and meaningfully engaged with the organisation
- Identify opportunities to further engage volunteers in RCV's work
- Engage with RCV Central to inform practice, share expertise and develop the work of RCV at a local and national level
- Monitor the external environment (political, social, economic and legal) in order to shape the organisation's working practice
- Develop increasingly high standards of service delivery and staff performance

#### Administration

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

- Ensure that appropriate evaluation and monitoring systems are in place and adhered to, so as to achieve project outcomes and funder requirements
- Provision of pension arrangements for staff
- Authorise staff expenses

## Branch sustainability

- Work with the board to develop a fundraising strategy and business plan for RCV Oxfordshire's work
- Take the lead on the management of fundraising activity within the Branch, to ensure necessary income is achieved
- Identify and engage in new funding opportunities, in conjunction with RCV Central's Head of Fundraising, Branch staff and Management Committee Members

## Development

- Lead on the implementation of RCV's approach to Self-Directed Support with Oxfordshire
- Contribute to relevant policy and working practice developments at a local and national level
- Establish and develop contact with statutory, voluntary and private sector organisations to raise awareness of physical disability and RCV
- Ensure that RCV's profile is maintained and developed
- Work collaboratively with RCV Central, to shape practice and influence its work at a national level

## Financial

- Manage the budget for the Branch
- Develop robust procedures for managing income and expenditure

## External role

- Represent and promote RCV in external Oxfordshire forums
- Develop a high and positive profile of RCV throughout the county
- Develop productive external relationships and maintain effective professional relationships with the RCV community
- Identify the external realities facing RCV, both locally and nationally

## Equal Opportunities and Anti-Discriminatory practice

- Ensure that the delivery of RCV's work is underpinned by a commitment to equality of opportunity and diversity
- Ensure that RCV Oxfordshire fully engages with its beneficiaries, without restriction to access or opportunity

## General

- Work to RCV's values and ethos at all times, and maintain an inclusive and accessible environment for Members, Volunteers, Trustees and staff

# Ryder-Cheshire Volunteers

leisure and learning opportunities for adults with a physical disability

- Strive to meet and exceed quality standards in relation to every aspect of RCV's work
- Ensure that RCV's financial, administrative, human resource, IT systems, health and safety and safeguarding systems are implemented and adhered to
- Engage Members and Volunteers in the design and delivery of all aspects of the organisation's work
- Carry out specific duties as instructed by the Chair of the Management Committee and the Board, as and when required
- Attend and report at Management Committee meetings and RCV Oxfordshire Working Groups to inform operations and strategy



## Person Specification Branch Manager, RCV Oxfordshire

Knowledge	Essential	Desirable
Systems and services available to adults with a physical disability	✓	
Equal opportunities and diversity	✓	
Understanding of the Transforming Adult Social Care agenda	✓	
Volunteering	✓	
Skills		
Excellent oral, linguistic and written communication skills	✓	
Lead, motivate and develop others to achieve the highest performance standards	✓	
Recognising professional boundaries in relation to those we support	✓	
Analyse information in order to set and prioritise objectives	✓	
Monitor service delivery and set performance management measures	✓	
Report writing and formal presentations	✓	
IT skills including the use of basic office software	✓	
Effective listening	✓	
Planning and organisational skills	✓	
Experience		
Evidence of working in enabling, person-centred ways to encourage independence rather than reliance	✓	
Developing high quality services	✓	
Demonstrable management experience	✓	
Setting, managing and monitoring budgets	✓	
Managing services in dispersed geographical locations		✓
Business planning		✓
Working in the field of disability	✓	
Providing effective support to staff	✓	
Multi-agency working	✓	
Fundraising	✓	
Interpersonal qualities		
Self awareness	✓	
Role model the values of RCV	✓	
Integrity and resilience	✓	
Encourage others to make best use of their abilities	✓	
Work independently and with initiative	✓	
Work flexibly, in accordance with the needs of the post	✓	
Professionalism (flexibility, commitment and punctuality)	✓	
Ability to accept feedback as a way of improving performance	✓	