



BUSINESS, ADMIN
& FINANCE



**Working
for focus**

WELCOME FROM JOE WARNER, CHIEF EXECUTIVE

I am delighted that you have expressed an interest in working for focus as there has never been a better, or more exciting, time to join us.

Whilst we face the same challenges as other adult social care organisations, we believe that being an Independent Social Work Practice provides us with unique opportunities to be more flexible and creative in our approach. This benefits the people who use our services, their families and carers and also our staff.

We believe it is important to recruit talented individuals who share our vision. We know that attracting and keeping the best people is the most effective way to build a successful organisation so we are committed to investing in you and your future. We offer a generous and competitive remuneration package and will provide you with personal and professional development opportunities throughout your career.

We value our staff, trusting and empowering them to be part of real change for our organisation, our service users, their families and carers. In return we are looking for people who are passionate about making a difference to people's lives.

In a time when Directors of Adult Social Services are increasingly drawn from other professions, we are an organisation led by social workers and social work values. I hope that the information contained in this pack gives you a real flavour of focus and I look forward to hearing from you.

Joe Warner

J Warner
Chief Executive



OUR MISSION STATEMENT

We are an independent Social Work led practice. We strive to be at the heart of our community and to be flexible and responsive in our approach. We work closely with North East Lincolnshire Council and all other agencies across the Health & Social Care sector, and are committed to supporting and investing in local solutions and growth.

Our core values include openness, respect and equality for all. We champion diversity and everyone's right to live independently. We endeavour to support people to make informed choices and to stay in control of their own lives whatever their circumstances.

In our work with our community, clients and carers:-

- We champion the right of everyone to live their life with dignity, free of abuse and neglect
- We strive to support everyone to achieve successful outcomes
- We will actively and meaningfully engage with our community
- We are committed to ensuring accessibility and visibility
- We support everyone's right to take positive risks

In our work with other health and social care agencies:-

- We are dedicated to productive engagement to meet the needs of the local people
- We have a duty to information sharing whilst respecting the boundaries of confidentiality
- We will ensure there are clear pathways through relevant services from the beginning

In recruiting and retaining staff members:-

- We are committed to providing on-going relevant Professional and Personal development, and supporting individual learning and growth within a safe and supportive working environment
- We will ensure equal opportunity is available to all and highly value individual skills and experiences
- We will value the skills and contributions of our colleagues



MEMBERSHIP

Our organisation is unique and promotes the professional and community service values that are important to meeting the needs of vulnerable individuals. Part of that uniqueness is the legal status of focus as a Community Interest Company and the opportunity for staff to become members and to take an active part in shaping our organisation and how it develops in the future.

Focus is a Community Interest Company, limited by guarantee. This means that the company is owned by its members and managed by a Board of Governors drawn from the workforce, community and stakeholder groups.

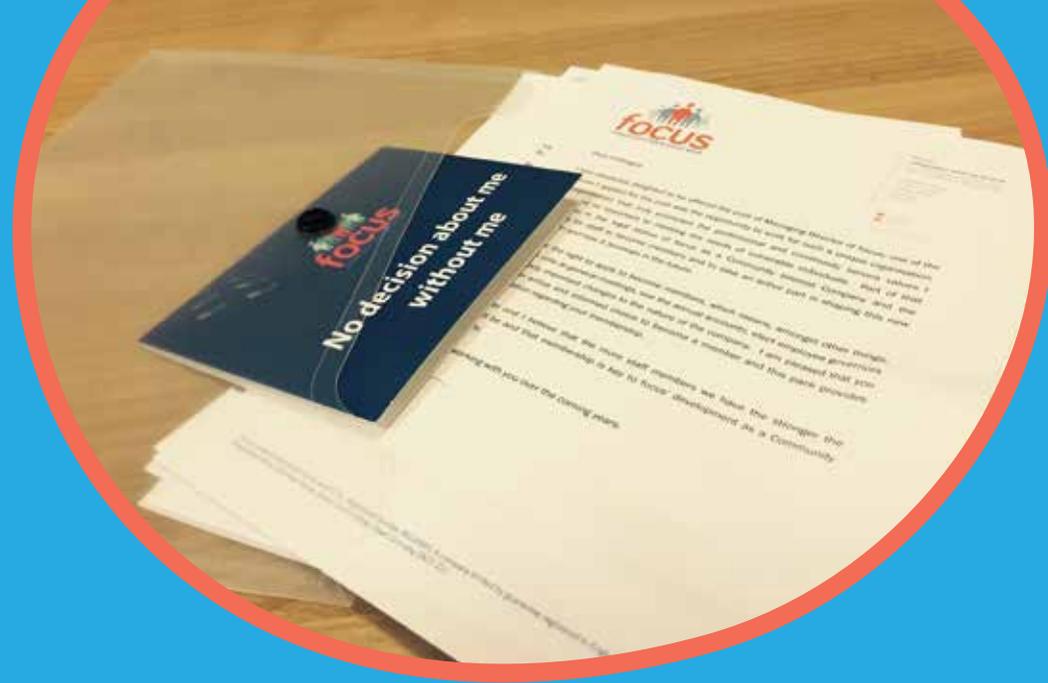
All staff have the opportunity to become a member and to take an active part in the shaping of the organisation and its future development. As a member you can vote at general meetings, view the annual accounts, elect employee governors and influence any important changes to the company.

We currently have a membership of over 100 members of staff.

In line with our Articles of Association, the affairs of the company are managed by a Board of Governors. The Board comprises of:-

- Up to five members of the Company, elected from and by the membership (Employee Governors)
- One Head of Service, elected from and by the membership
- The Chief Executive
- One Governor appointed by North East Lincolnshire Council
- An Independent Chair, serving a term of office not exceeding 3 years

The elected members and Chief Executive may, at their discretion, invite nominations for Governorship from amongst stakeholder groups (such as service users and carers) and from partner organisations and public bodies.



INDUCTION & SUPERVISION

We consider that our employees are our most valuable asset and we aim to create an environment in which staff feel valued and supported and in which they are able to contribute fully to its success as a provider of adult social care services.

All newly appointed staff undergo an induction programme to ensure that they feel integrated into our organisation; it is a formal process which informs new staff members about our culture, their role and responsibilities, our expectations of them and the skills and knowledge they will need to carry them out.

Focus is committed to providing excellent services for adults and their carers and recognises that regular, high quality, structured supervision helps create a workforce that:-

- Understands their role and responsibilities and what is expected of them
- Is accountable for work undertaken
- Has the necessary skills, knowledge, behaviours, values and attitude to carry these out
- Is fully supported in their role and managed effectively.



TRAINING & PERSONAL DEVELOPMENT

We understand that personal and professional development is key to enhancing skills and ultimately the services that our clients receive.

You will have access to a wide range of mandatory training and other development opportunities such as:-

- Assessed & Supported Year in Employment for NQSW's
- Post qualifying development
- Personal Development Plan identify individual training requirements following appraisal
- Practice Educator training

We have excellent links with our local universities and we offer high quality placements to Student Social Workers.



BENEFITS & SUPPORT

We recognise that people are our most important asset. As an organisation we need the best staff, which is why we provide a competitive salary, attractive benefits package and flexible working environment.

COMPETITIVE PAY

Salaries range from
£15,660 - £23,365

WORK / LIFE BALANCE

All of us have lives outside of work. Many of us have primary or shared responsibility for caring for children, elderly relatives or others; most of us take part in other activities. Work is important too. Achieving the right balance can be difficult.

At focus we want you to feel supported in achieving your own work / life balance, so that all aspects of quality of life can be enhanced. We recognise the difficulties faced by people in balancing these competing interests. We also know that to attract and retain good quality people, to ease pressures at home, to minimise absenteeism and to create a working environment in which people feel they can give their best, we need to be flexible in the demands we make of our staff.

Flexible arrangements, and agile working, are promoted for all employees and agreed on an individual basis. Some flexible working options available include:-

- Full time working
- Part time working
- Job-share
- Agile working
- Compressed hours
- Flexible working hours

ANNUAL LEAVE

We offer a generous annual leave package:-

ENTITLEMENT	
During First Year of Service (on appointment)	30 days + 8 Bank Holidays
During Second Year of Service	31 days plus 8 Bank Holidays
During Third Year of Service	32 days plus 8 Bank Holidays
During Fourth Year of Service	33 days plus 8 Bank Holidays
During Fifth Year of Service	34 days plus 8 Bank Holidays
During Sixth Year of Service (max. entitlement)	35 days plus 8 Bank Holidays

Pro rata for part time employees

FAMILY SUPPORT

In addition to flexible working opportunities, we offer a range of support to help staff with caring responsibilities such as unpaid leave, maternity and support leave, paternity and parental leave, adoption leave, compassionate and special leave.

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PENSION SCHEME

All new employees joining focus will be eligible to join the Pensions Trusts scheme. The Pensions Trust is a well established occupational pension provider. It is a leading provider of pensions for the charitable, voluntary and not for profit sectors. Employees will be able to pay into a defined contribution scheme 'The Flexible Retirement Plan'.

New employees joining the scheme can choose to make a contribution which will be deducted directly from their salary to which focus will add an additional contribution as follows:

EMPLOYEE CONTRIBUTION	FOCUS CONTRIBUTION	TOTAL CONTRIBUTION
1%	1%	2%
2%	2%	4%
3%	3%	6%
4%	4%	8%
5%	5%	10%
6% or above	6%	12%+



CHILDCARE VOUCHERS

Childcare vouchers are a Government scheme designed to help parents afford high quality childcare. Unlike many Government benefits, there are no claim forms for childcare vouchers, making them an easy way for you to save money.

Suitable for children up to the age of 15, childcare vouchers can be used for a wide range of care, from nurseries and child-minders, through to holiday camps and breakfast clubs.

You can receive childcare vouchers of up to £55 per week (or £243 per month) from your employer, depending on your earnings, higher rate tax payers can receive up to £28 per week (or £124 per month).

Childcare vouchers are received instead of your salary, through a system known as 'Salary Sacrifice'. Unlike your salary, you don't have to pay any tax or national insurance on childcare vouchers. The savings in tax and national insurance is typically worth around £900 per year for basic rate tax payers, or £1800 per family. Your savings will depend on the amount you earn and the amount of tax you currently pay.

For further information, please visit:
www.kiddivouchers.com



KiddiVouchers

Helping you make the most of Childcare Vouchers

Childcare vouchers provide an easy way for working parents to save on the cost of childcare. Suitable for children up to age 15, childcare vouchers can be used for a wide range of care, from nurseries and childminders through to holiday camps and breakfast clubs.

Simply by signing up for childcare vouchers, parents can enjoy automatic savings in tax and National Insurance. The savings are often worth hundreds of pounds a year and both parents can take part to benefit even more. Most parents choose electronic vouchers, which can be transferred straight into a carer's bank account for quick and convenient payment.

Employers also benefit from childcare vouchers, both in financial terms and by enjoying the advantages of being family-friendly. With fast scheme set-up, a fully-managed service and all the support you need, KiddiVouchers helps employers make the most of childcare vouchers.

Childcare Vouchers closed to new entrants from 4th October 2018 - [Visit our news page for more information.](#)

Employers	Parents	Childcare providers
Key facts for employers	How childcare vouchers work	Information for carers
Set up a scheme	Join your employer's scheme	Childcare provider registration
Switch to KiddiVouchers	Read your scheme rules	Terms of service for carers

HEALTH PLAN

A health cash plan can help you claim cash towards dental check-ups and treatment, eyesight tests, new glasses, contact lenses and therapy treatments such as physiotherapy and chiropody. You can claim cash reimbursements up to an annual limit for routine and emergency healthcare.

You do not need to be ill to benefit from a health care plan, but if you do have an unexpected illness you can claim towards the cost of a diagnostic consultation or towards the expense of a stay in hospital or day case surgery. It doesn't matter whether you have your healthcare through the NHS or privately, a health cash plan can help you.

- Seven levels of cover to choose from
- Anyone aged 17 or over who normally resides in the United Kingdom can apply.
- Personal and family cover – children can be covered until their 18th birthday
- No medical required
- Claims paid directly to you, normally within 3 working days
- Cover starts from as little as £1.55 per week
- Premiums payable through convenient payroll deduction
- Start claiming from 13 weeks from the start date of your policy. For a maternity payment, you will need to wait 10 months from the policy start date and if you have an existing medical condition, you will have to wait two years before you are covered for hospital related claims.

WELLBEING & EMPLOYEE SUPPORT

We are committed to protecting the wellbeing of our staff and we have an online resource which provides an immediate source of information on a range of issues from stress and anxiety to life events such as pregnancy, caring for others and separation and divorce.

- Telephone counselling support
- Personal legal advice and financial information
- Health advice across a range of medical and wellbeing issues
- Access to an online portal for further advice and support
- Speak in confidence to a third party with anonymity assured
- Available 24/7, 365 days a year

Whether you are facing a difficult situation at work or in your personal life, the resource provides expert information, guidance and support on a wide range of issues.



ABOUT NORTH EAST LINCOLNSHIRE

North East Lincolnshire is an attractive and diverse area on the South Bank of the Humber Estuary. It is an area of great contrasts; the traditional seaside resort of Cleethorpes, with its four miles of safe, sandy beaches; the historic fishing port of Grimsby and the picture postcard villages of the Lincolnshire Wolds. The area includes:-

Grimsby – the world famous port and Europe’s Food Town

Cleethorpes – the popular, blue flag, seaside holiday resort

Immingham – a focal point of heavy industry and logistics

Wolds Villages – an area of outstanding natural beauty

The area has a population of approximately 158,000 covering an area of 192 square kilometres. As the geographical area is quite small, commuting times are shorter and congestion is minimal, even at rush hour.

We are lucky enough to have Humberside Airport within a 20 minute drive of Grimsby which offers access to a number of destinations worldwide. The ferry port in Hull is less than an hour’s drive away, offering easy access to European destinations.



HOUSING

Housing in the area comes in all shapes and sizes from apartments overlooking the sea and town houses through to large rural properties. With house prices affordable and the cost of living below the national average you (and your family) will see the benefit of living in the area.

EDUCATION

If you have a young family the area offers a number of schools and academies that provide a high quality of education at both Primary and Secondary levels. For those with older children, the area offers further / higher education at Franklin College and The Grimsby Institute (University Centre Grimsby).



LEISURE

There is a mix of modern shopping centres and historic streets with independent shops. We have a number of leisure facilities including a multiscreen cinema offering movies and live comedy shows, the Grimsby Auditorium offering music and theatre shows, 10 pin bowling and the Fishing Heritage Centre which provides a fascinating insight into Grimsby's heritage. Cleethorpes also offers the best Fish & Chips you will find in the UK.....probably!

The area offers Leisure Centre facilities at a number of venues. Whether it be a family swim, an ice skating lesson, or a session in the gym, you will find everything you need here.

For those wanting a different sort of entertainment, drive for 40 minutes or you will be able to reach Cadwell Park and the Market Rasen Racecourse. We also enjoy close links with nearby cities of Hull and Lincoln, allowing for easy access to everything a city can offer.

For further information visit:

www.nelincs.gov.uk

www.grimsby.ac.uk

www.franklin.ac.uk

www.humbersideairport.com

www.lincsinspire.com





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