



POSITIVE FUTURES

1995-2025 · 30 YEARS

RECRUITMENT PACK · CORPORATE & SUPPORT ROLES · IRELAND

Where others see problems, we see **possibilities.**

Your guide to joining us - what we stand for, what we'll ask of you, and exactly what happens from the moment you hit submit. No jargon. No one is left wondering, we'll always get back to you.

**Working together to achieve dreams
and transform lives.**

positive-futures.net

SUPPORTING PEOPLE WITH A LEARNING
DISABILITY, ACQUIRED BRAIN INJURY
& AUTISM ACROSS THE ISLAND OF IRELAND

WELCOME

This is more than a job. It's some of the most meaningful work there is.

Since 1995 we've supported children and adults with a learning disability, acquired brain injury and autism to live as equal citizens in their community, and to achieve their hopes and dreams. We're proud to be one of Northern Ireland's leading charities in our field, and prouder still of the people who make it happen.

Everything we do is tailor made for individuals, because we know that no two people are the same. Our aim is to make hopes and dreams a reality. Our philosophy is that everything is possible. When we're told something is impossible, it may take us a little longer but we'll do that too.

If that sounds like the kind of work you want to do, we'd love to hear from you.

OUR MISSION

Working together to achieve dreams and transform lives.

OUR VISION

A force for change, enabling real choice and control.



WHAT WE STAND FOR

Eight values, lived every day

The strength of our person-centred support depends on people who genuinely embrace these. They're not posters on a wall. They're how we hire, how we work, and how we grow.

01 People First

Our people are at the heart of everything we do.

02 Opportunities

We seek out opportunities that enrich lives and empower people.

03 Sustainability

We strive for positive social, economic and environmental benefits, for now and the future.

04 Innovation

We embrace creativity and continuous learning to reimagine and refine our person-centred support.

05 Tenacious

We don't give up. We believe in making the impossible, possible.

06 Inclusion

Our staff and the People We Support are our strength; we listen and learn together.

07 Value for Money

Delivering impactful, life-changing results with efficiency and integrity.

08 Expertise

We look beyond limitations in our pursuit of excellence.

THE PROCESS

What happens after you apply

We value your time, so here's a clear overview of the journey from the moment you hit submit.

01

STEP

Panel shortlisting

Our hiring panel reviews every application. Whatever the outcome, you'll hear back from us. No one's left wondering.

02

STEP

Interviews

We value connection. Supporting someone to live their best life is a role built on relationships, so we like to meet you properly. **Interviews are held in person.**

03

STEP

Conditional offer

If steps one and two go well, we'll make a conditional offer and ask for some practical bits: ID, right-to-work details, referees and a few others.

04

STEP

Stay in touch

After you apply, your candidate portal lets you message our friendly Talent Acquisition team directly, any time during the process.

See the job profile for more information. All duties must be carried out within the policies and procedures of the organisation.

IF YOU'RE OFFERED A ROLE

Your ID & documents

In line with safer recruitment, successful candidates bring original documents to verify in person. Here's exactly what to gather: one item from each group below.

1 · Right to Work in Ireland (one of)

- Passport
- Full birth certificate (not abbreviated)
- Adoption certificate
- Employment permit or Irish Residence Permit (IRP), if applicable

2 · Personal Public Service (PPS) Number (one of)

- Recent payslip
- Public Services Card
- Letter from Revenue or the Department of Social Protection
- Employment Detail Summary (Revenue)

3 · Proof of address (dated within 3 months)

- Bank statement
- Utility bill or council tax bill
- Driving licence (full)

4 · Change of name (if applicable)

- Marriage certificate
- Adoption certificate
- Divorce decree
- Deed poll

 **We can't accept:** provisional driving licences, mobile phone bills, or credit card statements as proof of address.

SAFER RECRUITMENT

References & employment history

Because we support some of the most vulnerable members of our community, we follow safer recruitment practice. If you're offered a role, we'll ask for the following.

Your references

- A minimum of two references, **one of which must be your current or most recent employer.**
- For employment references, **a business email address is required.**
- In the rare instance we may be able to accept a character reference. This must come from a professional person who has known you for more than five years.
- Together, your references must cover a minimum period of two years.
- We're unable to accept references from family members or relatives.

Your employment history

- Your full history since leaving school, including any gaps: studying, unemployment, travel, time raising a family.
- Honest reasons for leaving each post, including whether you resigned or were dismissed, and why.
- Not currently in paid employment? Voluntary work, studying or working in the home all count. Tell us about it.

DISCLOSURE CHECKS

Garda Vetting

A criminal record will not necessarily prevent you from obtaining the position.

Garda Vetting through the National Vetting Bureau will be required for this position.

Garda Vetting is carried out through the National Vetting Bureau under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Positive Futures has a Policy and Procedure on the Recruitment of Ex-Offenders, and on the Storage & Handling of disclosure information, copies of which can be made available upon request.

Equal opportunities

We are an equal opportunity employer and welcome applications from all sections of the community regardless of the nine grounds set out in the Employment Equality Acts: gender; civil status; family status; sexual orientation; religion; age; disability; race; and membership of the Traveller community.

HOW WE HANDLE YOUR DATA

Employee & applicant privacy notice

This notice tells you what to expect us to do with your personal information when you apply for a job with us, or when you work for us. Revised 14.06.2024.

DATA CONTROLLER**Positive Futures**

2b Park Drive, Bangor, County Down, BT20 4JZ

+44 (0)28 9147 5720

What we collect & why**RECRUITMENT, ADMINISTRATION & MANAGEMENT**

- Contact details (name, address, phone, personal email)
- Personal Public Service (PPS) Number
- Gender
- Copies of proof of address (bank statements, bills)
- Next of kin / emergency contacts
- Eligibility to work
- Security clearance checks (e.g. Garda Vetting)
- Training history and development needs
- Date of birth
- National Insurance number
- Copies of passport or other photo ID
- Marital status
- Employment history (application, references, secondary employment)
- Details of any criminal convictions
- Performance records (reviews, disciplinary, complaints)
- Health information (special category)

Consent**Contract****Legal obligation****Legitimate interest**

We have a legitimate interest in processing this information in order to recruit, manage and develop suitable staff.

MANAGING SALARIES & PENSIONS

- Job role & employment contract (start/leave dates, salary, working patterns)
- Timesheets

- Expenses, overtime & other payments
- Maternity, paternity, shared parental & adoption leave
- Bank account details
- Tax status
- Absence (annual leave, sickness, special leave)
- Pension details
- Payroll records

Legal obligation

Legitimate interest

We process this to ensure staff receive the correct salary, pay the correct contributions, and receive benefits related to specific absences.

HEALTH & WELLBEING

- Occupational health referrals and reports
- Sickness absence forms or fit notes
- Accident-at-work records
- Access needs or reasonable adjustments
- Health information (special category)

Legal obligation

Legitimate interest

We process this to ensure staff are fit for their role and to make reasonable adjustments where needed to support them.

Where we get it from

- You, directly
- Employment agencies
- Referees (internal or external)
- Security clearance providers
- Occupational health and other health providers
- Pension administrators or government departments
- Staff benefit providers

How long we keep it

We hold records containing your information for no longer than is necessary, in line with the retention periods set out in our Records Retention & Disposal Schedule.

Who we share it with

Our sister company in Northern Ireland provides us with back-office support services, so your information is shared securely with staff in relevant departments such as Human Resources and Finance.

At application stage, your information is shared with the HR Department, the recruitment panel and the relevant line manager for the position you have applied for.

We may be required to share your information with other staff or external agencies to fulfil our legal, regulatory and contractual obligations, or for the defence of or response to litigation.

We may be asked to provide employment references. We have a duty to provide information that is true, accurate, fair and non-discriminatory.

Under Section 65 of the Health Act 2007, we have a legal requirement to share your information with the Health Information and Quality Authority (HIQA) for their audit purposes.

We use data processors who process your information on our behalf, such as our HR system providers and pension providers.

Your data protection rights

- **Access:** ask for copies of your personal data
- **Rectification:** ask us to correct or complete data
- **Erasure:** ask us to delete data in certain circumstances
- **Restrict processing:** in certain circumstances
- **Object to processing:** in certain circumstances
- **Data portability:** ask us to transfer data to you or another organisation
- **Withdraw consent:** where consent is our lawful basis

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond. To make a request, contact us using the details above.

Transfers abroad

As noted under "Who we share it with", Positive Futures Northern Ireland provides back-office support. On 28 June 2021 the European Commission approved the flow of data from the EU and EEA to the UK. Known as an Adequacy Decision, this confirms that UK data protection laws are robust enough to ensure the safe transfer of data. Your data is not otherwise transferred to any third countries or international organisations.

How to complain

If you have concerns about our use of your personal information, you can complain to us using the contact details above. If you remain unhappy after raising a complaint, you can also complain to the Data

Protection Commission (DPC).

Data Protection Commission

21 Fitzwilliam Square South, Dublin 2, D02 RD28

Helpline: (01) 765 0100 · dataprotection.ie



POSITIVE FUTURES

Questions? Talk to us.

Once you apply, your candidate portal lets you message our friendly Talent Acquisition team directly, any time during the process. We're here to help.

Positive Futures · Main Office

Office 4, The Business Centre, Blackthorn Business Park,

Coe's Road, Dundalk, Co Louth, A91 KR59

T: 042 942 8079

positive-futures.net

Positive Futures Ireland · Registered charity & company details to be confirmed · Where others see problems, we see possibilities.