



POSITIVE FUTURES

1995-2025 · 30 YEARS

RECRUITMENT PACK · CORPORATE & SUPPORT ROLES

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 the UK (one of)

- Passport
- Full birth certificate (not abbreviated)
- Adoption certificate
- Visa (share code via GOV.UK)

2 · National Insurance number (one of)

- Recent payslip
- NI card
- Government letter
- P60 or P45

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

Access NI

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

A Basic Access NI Disclosure Check will be required for this position.

Positive Futures adheres to the Access NI Code of Practice, a copy of which can be made available upon request. Positive Futures also 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 religious belief; political opinion; sex; sexual orientation; marital or civil partnership status; racial group; age; or disability.

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

028 9147 5720

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

- Contact details (name, address, phone, personal email)
- National Insurance number
- Copies of passport or other photo ID
- Marital status
- Employment history (application, references, secondary employment)
- Details of any criminal convictions (e.g. Access NI)
- Training history and development needs
- Date of birth
- Gender
- Copies of proof of address (bank statements, bills)
- Next of kin / emergency contacts
- Eligibility to work
- 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)
- Expenses, overtime & other payments
- Timesheets
- Absence (annual leave, sickness, special leave)

- Maternity, paternity, shared parental & adoption leave
- Pension details
- Bank account details
- Payroll records
- Tax status

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 (e.g. HMRC, DWP)
- 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

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.

If you are employed by us, your data is shared internally with other support departments.

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.

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

Sharing with RQIA

We rely on your consent to share your information with the Regulation and Quality Improvement Authority (RQIA) for audit purposes. Under Article 43(1) of the Health & Personal Social Services (Quality, Improvement and Regulation NI) Order 2003, your records can be shared where:

- the information is disclosed in a form in which your identity cannot be ascertained
- you consent to the disclosure
- you cannot be traced despite all reasonable steps

To comply with the law, there are limited circumstances where we must share information with RQIA without consent. Under Article 43(2), this applies where:

- it is not practicable to disclose it in a form that does not identify you

- RQIA considers it necessary due to a serious risk to health and safety
- RQIA considers it necessary having regard to the risk and urgency of its regulatory functions

Transfers abroad

Your data is not 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 Information Commissioner's Office (ICO).

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Helpline: 0303 123 1113 · ico.org.uk/make-a-complaint



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 · Head Office

2b Park Drive, Bangor, BT20 4JZ

T: 028 9147 5720

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