

Recruitment Pack

Information for Applicants



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About Equal Lives

Equal Lives was set up in 1996 by a number of organisations of Disabled people in Norfolk. We are a user-led organisation (ULO) controlled by Disabled people and their groups, and we believe having an impairment is a normal part of being human.

Disability results from people with impairments being discriminated against because of physical and social barriers and attitudes. We consider a Disabled person to be anyone who feels they face such barriers. This includes people of all ages with physical or sensory impairments, learning difficulties and mental ill-health.

We are working towards a society in which Disabled people are accepted without prejudice and discrimination, a society that anticipates the needs of Disabled people and includes us in the decisions that affect our lives. There must be “nothing about us without us.”



Ben Reed, our CEO

About Equal Lives (cont'd)



Equal Lives is a positive, vibrant organisation which welcomes Employees and Volunteers who fully embrace our user-led, rights-based approach to service provision and understand their key role as allies in facilitating Disabled people's self-empowerment.

We run a range of services which aim to increase Disabled people's choice and control in their lives: Advice, Advocacy, Shopmobility, and Payroll and Direct Payments. We also undertake policy and campaign work, and deliver Disability Equality Training to other organisations.

Working for us

We are proudly user-led, with over 50% of our employees and 80% of our Trustees identifying as Disabled. In line with this, we encourage employee involvement in decisions that impact them: where possible, we co-produce workplace practices.

Here are some of the benefits you can expect from Equal Lives:

✓ **Guaranteed interviews for Disabled people and care leavers who meet the minimum criteria**

✓ **Living Wage Employer**

✓ **Supportive line management and regular team meetings**

✓ **Bike to work scheme**

✓ **Christmas events**

✓ **Bank holidays off, and a half-day on Christmas Eve and New Year's Eve**



When asked about the culture of Equal Lives, our Staff used the words above to describe it!

Recruitment Process

Step 1

Research Equal Lives and the role: download and read the JD/PS and Application Pack from the website. Contact Equal Lives for an informal chat about the role if it would be helpful to you.

Step 2

Thoroughly complete all forms in the Application Pack. There are several application questions, as well as HR-related forms such as Equality Monitoring. Ensure your CV is up to date.

Step 3

Interview invites are sent via email. Disabled candidates and care leavers who meet the minimum criteria will be guaranteed an interview.

Step 4

To apply, email your completed Application Pack along with your CV to hr@equallives.org.uk. We are a small and busy team, so please be patient when waiting for a response.

Recruitment Process (cont'd)

Step 5

Interviews take place, usually face-to-face with some exceptions. We strive to make our interview process as accessible as possible. You will be invited to ask for reasonable adjustments, and will be sent the questions in advance.

Step 6

An offer is made to the successful candidate, usually over the phone. Unsuccessful candidates are offered feedback via email.

Useful Links and Contact Information



Download our Application Form here:
<https://www.equallives.org.uk/workforus>



Join our mailing list to hear about vacancies:
[link](#)



For Vacancy queries and to submit an application: [**hr@equallives.org.uk**](mailto:hr@equallives.org.uk)



For any other queries: [**info@equallives.org.uk**](mailto:info@equallives.org.uk)



Contact number: **01508 491210**

