



Join our team

A guide for applicants

NDTi is a great organisation to work for, where we value well-being and a good work-life balance. We offer a welcoming, innovative and supportive environment where you'll get to work with people who share a vision to create a society where **all people, regardless of age or disability, are valued** and **able to live the life they choose**. We will value your contribution and offer you opportunities to learn, grow and develop your knowledge, skills, and experience.

Our team is committed to creating and maintaining a culture that celebrates difference and inspires creativity. NDTi embraces all aspects of diversity; both seen and unseen. We're comfortable with challenging ourselves to think and do differently to attract and retain diverse talent, and hope that the guidance provided below, together with details of what our organisation can offer, help you to apply.

We want inclusion and equality to be reality here at NDTi, and we're committed to taking positive action to address current under-representation within our workforce. NDTi are pleased to offer disabled applicants and applicants from Black and Minority Ethnic backgrounds a guaranteed interview if they meet the minimum criteria for the role.

Our offer to you

We offer everyone on our team the same great benefits, irrespective of salary, length of tenure, contract type or position.

- 35 hour working week (full time)
- 30 days annual leave plus bank holidays (pro rata for part-time)
- Enhanced matched workplace pension contribution up to 8%
- Fair and inclusive working culture



- Dedicated learning and development offer
- Occupation sick pay
 - ✓ A generous scheme depending on length of service starting from first day of employment of 2 weeks full pay
 - ✓ After probation period up to 2 years 4 weeks full pay and
 - ✓ After 2 years 8 weeks full pay and 4 weeks at half pay
- A progressive focus on health and wellbeing
 - ✓ Family friendly and flexible employment
 - ✓ Menopause manifesto
 - ✓ A dedicated team of friendly and approachable Mental Health First Aiders, and
 - ✓ Free easy access 24/7 to an independent and confidential helpline service provided by trained professionals offering support with work, relationships, health, debt or legal issues including counselling online support
 - ✓ A personal wellbeing 'perk' fund of £15 a month
 - ✓ Financial wellbeing support
- Enhanced maternity and adoption allowances
- Hybrid working option for support team colleagues
- Advice on set up and funded equipment to work remotely
- In person team meetings at least twice a year including Christmas social gathering.

Completing your application

Please follow the instructions provided within the **Application Form**.

NDTi has processes in place to limit natural bias, ensure that all applicants are treated fairly and that selection decisions at interview are based on the most suitable applicant for the role regardless of background or protected characteristic.



Please do not PDF your application and be sure to return it in **Word Format** by the published closing date and time.

NDTi are unable to accept CVs and would be grateful if you did not append these or send any information other than what is requested within the Application Form.

Any additional information shared verbally, by post or email will be disregarded and will not be used to evaluate your application.

Not sure if you have the experience or skills we're seeking?

NDTi appreciate that not everyone has access to the same opportunities, and that what we do is a little different from many organisations. We welcome skills and experiences that you can bring to our team from other settings, and – if you feel your experience is not an exact match - encourage you to explain why another skill, experience or characteristic makes up for not meeting that criteria.

Perhaps you can offer learning and skills gathered through an apprenticeship, volunteering, work placements, community work or other forms of accessible learning. Or possibly you have personal experiences of community, education, health, and social care? We encourage you to consider how you meet the key requirements for the role and apply.

If you are interested in a role and would like to learn more before applying, please email recruitment@ndti.org.uk and we will be delighted to arrange an informal discussion.

We're happy to talk flexible working

We promote flexible working and can offer arrangements that suit you, alongside a generous entitlement to paid leave and other benefits.

We value diversity

We are passionate about ensuring our people reflect the communities we work with and are taking positive action to address under-representation within our workforce.



Our organisation are signatories to the [Race at Work Charter](#) and are committed to achieving greater progress and positive outcomes that will – over time – enable everyone working at NDTi, our partners and those who commission and fund our work to benefit from the wealth of benefits diverse talent offers.

NDTi prioritise action on race and offer candidates from Black, Asian and Minority Ethnic backgrounds a [guaranteed interview](#) if they meet the minimum criteria for the role.

NDTi is a [Disability Confident](#) Employer. This means we are committed to employing disabled people and will:

- actively look to attract and recruit disabled people
- provide a fully inclusive and accessible recruitment process
- offer an interview to disabled applicants who meet the minimum criteria for the role
- be flexible with assessing people so disabled applicants have the best opportunity to demonstrate that they can do the job
- make reasonable adjustments as required

NDTi are committed to the [Age-friendly Employer Pledge](#), a nationwide programme run by the Centre for Ageing Better. By signing the pledge we are showing our commitment to older workers and making our workplace age-friendly.

This means we're taking action to improve our recruitment, retention and development of workers aged 50 and over. Being a part of the pledge means we draw on a wider pool of applicants for each job. It means older workers can continue to thrive and contribute in our organisation. And it means we can benefit from the innovation and productivity boost that multigenerational workforces bring.

If you would like support or assistance with the application process, please contact a member of our team by emailing us at recruitment@ndti.org.uk.

