



Recruitment Pack

BUSINESS, DATA & COMPLIANCE
Manager

June 2024



Dandelion
Time

This Pack Includes:

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Welcome

I am pleased that you are considering joining our staff team at Dandelion Time.

You will be part of a welcoming, vibrant and dedicated team undertaking immensely rewarding work.



People are at the heart of everything we do at Dandelion Time, whether they are our staff, volunteers, or the families we work with.

Being hands-on in the natural world is the basis for our activities and creativity at Dandelion Time. We care for the earth, plants, animals and each other.

We are at an exciting time in Dandelion Time's development and will be implementing our new Strategic Plan over the next 4 years. The Business, Data and Compliance Manager will play an integral role in supporting the Senior Management Team to do this.

But whatever the role, you will be helping to transform the lives of vulnerable children in our community.

I am incredibly proud to lead this wonderful charity and I hope that by reading through this pack you will feel inspired to work with us.

Thank you for your interest.

Graham Carpenter

Chief Executive Officer

Founded in 2003, Dandelion Time is a rural-based charity working with the most vulnerable children affected by trauma and mental health issues. Over the past two decades, we have helped transform the lives of thousands of people in Kent.

We help children with challenging emotional issues, often resulting from adverse childhood experiences, such as domestic violence, abuse or neglect. Our systemic and trauma-informed approach, focuses on the family as a whole unit, helping to effect change, creating new opportunities and improve relationships.

Families take part in a weekly programme of nature and craft activities whilst receiving one to one emotional support from skilled therapeutic staff, to help them overcome complex emotional difficulties. Activities include gardening, animal care and natural crafts (such as green wood working, pottery and wool work), calming, absorbing activities which connect children to the natural world, promote co-operation and encourage closer family relationships.

We are a catalyst to bring about change for each child so that they can become resilient and thrive despite the toughest of conditions, just like a dandelion.



Our Ethos

We Believe

Children should grow up in a safe and nurturing environment, to feel loved and free of fear



Our Vision

To provide access to a nature based therapeutic approach to vulnerable children and families across the UK.

Our Task

To deliver sustainable change for vulnerable children and their families, using the healing and educational potential of the natural world



Our Values

1. Child-centred



The child is at the heart of everything we do whilst our therapeutic approach embraces the whole family system.

2. Embedded in Nature



Our love and connection with the natural world is the context for all we do.

3. Creativity



Our therapeutic strength is in unlocking the innate creativity of everyone we work with.

4. Trust



We nurture trusting relationships

5. Inclusion



Respect and inclusivity are central to our approach. We listen and behave with kindness and compassion in our interactions

6. Humility



We reflect on our practice and strive to continuously learn and improve

Job Description

How To Apply

If you have the skills required in the person specification and you want to work for a charity transforming young lives, then we want to hear from you!

To apply for the role of **Business, Data and Compliance Manager** submit your curriculum vitae and a cover letter (up to approximately 500 words) detailing how your skills and experience meet the person specification and why you are interested in working at Dandelion Time. Please provide contact details (email address and telephone number) for two referees. Applications should be sent to recruitment@dandeliontime.org.uk.

Applications close at 9am on Monday 15th July.

We anticipate holding interviews for shortlisted candidates during the week of 22nd July. However, Dandelion Time reserves the right to close this vacancy early and bring forward the interview dates if sufficient applications are received. If you are interested, please submit your application as early as possible.

If you require any reasonable adjustments as part of the application process or if you were to be invited to interview, please let us know.

Safeguarding

Dandelion Time is committed to a culture that safeguards and promotes the welfare of children with robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment within the charity. All individuals working in any capacity at Dandelion Time will be subject to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education. This will include a satisfactory enhanced Disclosure and Barring Service check against both the Adult and Child Barred List service. Evidence of ID, your relevant qualifications, current address and satisfactory references are also a requirement.

Equality and Diversity

We welcome applications from all sectors of the community. We are particularly keen to ensure that our staff team is fully representative of the community in which we work and would warmly welcome applications from people from a diverse range of backgrounds, ethnicities, genders, sexual orientations, and physical abilities.

Retention of Information

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed after six months from the date of the interview.

What Happens Next

- Your application will be reviewed by our Selection Panel.
- The shortlisting process will rely on the information provided in your curriculum vitae and covering letter only so please ensure that you demonstrate that you meet the 'essential' selection criteria.
- The Selection Panel will then determine which candidate(s) will be invited to interview.
- Candidates shortlisted will be invited to interview at a mutually convenient date and time. An email will be sent confirming details. An initial telephone interview may be offered.
- Shortlisted candidates will be asked to complete and return a Safer Recruitment Disclosure Form prior to interview.
- Shortlisted candidates will be asked to bring the following to interview:
 - ✓ Documentary evidence of right to work in the UK usually a passport or birth certificate.
 - ✓ Visual identification which includes a photograph, usually a passport or driving licence.
 - ✓ Documentary proof of current name and address – a current bank statement or utility bill (not more than 3 months old).
 - ✓ Where appropriate any documentation evidencing a change of name e.g. a marriage / divorce certificate.
 - ✓ Certificates of educational or professional qualifications that are necessary or relevant for the post.
- Interviews will be held at our site on the outskirts of Maidstone and will involve a face-to-face interview and a skills test. Successful candidates at this stage may be invited back for a second interview.
- All candidates that have been interviewed will be notified of the outcome once the final decision has been made. Individual feedback is only available to candidates who attend interview.
- The successful candidate will be offered the role on a conditional basis subject to satisfactory enhanced DBS checks and pre-employment verifications.



Dandelion Time

Restoring Hope to Young Lives

Dandelion Time, Charlton Lane, West Farleigh, Maidstone, Kent ME15 0NY

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