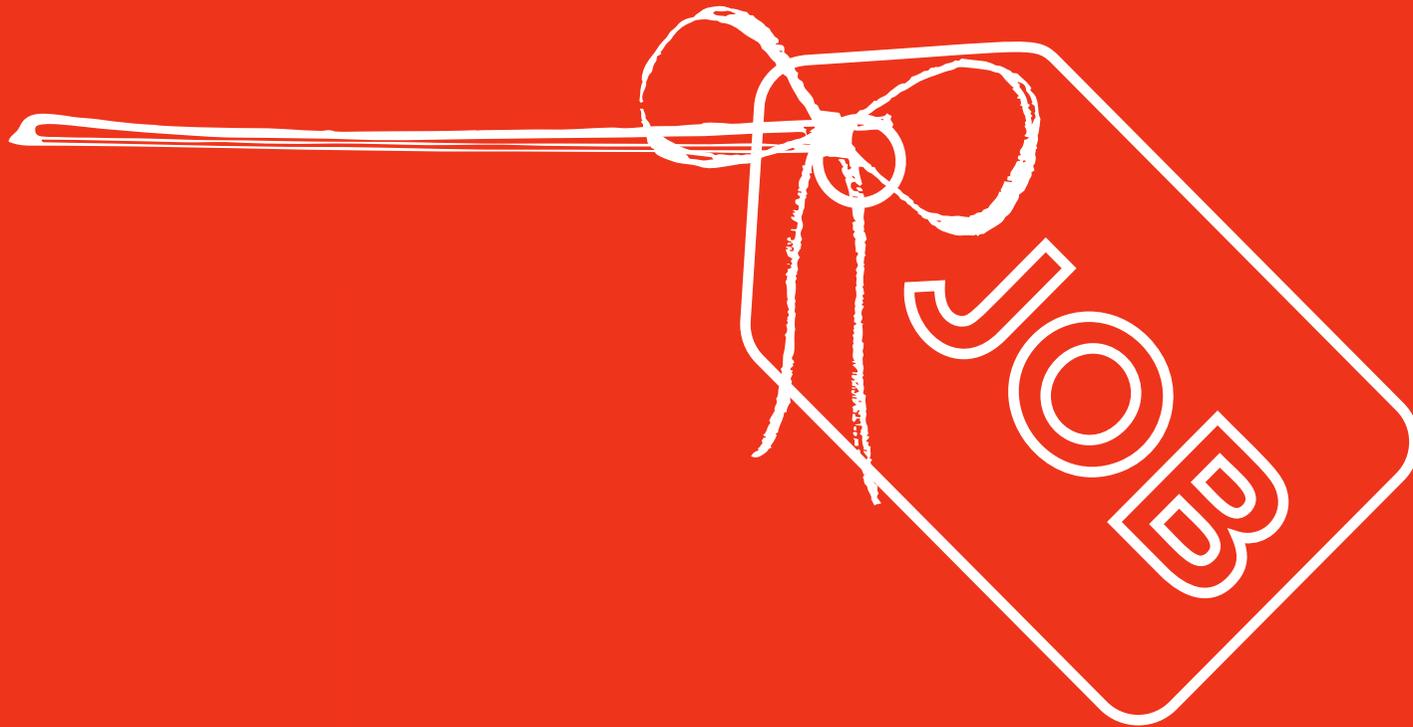


Early Break's Candidate Pack



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A little bit about us

At Early Break we're proud to offer the best possible service to the young people and families we support. As a leader in our field, we have an excellent reputation of commitment, innovation and hard work that continues to drive us.

We have been in operation since 1994, starting off our journey as a young people's substance misuse charity. Today, we have continually evolved to offer a range of services [substance misuse, emotional wellbeing & family work] to address many of the complex needs our young people and families face. We are ever growing and evolving, not to make a different Early Break, but to build a better Early Break.

We have a proven record of investing in the development of our staff and offering flexibility as part of our commitment to being a modern and progressive organisation.

We are looking to add to our outstanding team. Joining Early Break means thinking big every day and preparing for a career that can have an impact on someone's life every day.

To get an understanding of all the services we offer, please visit our website:

<https://earlybreak.co.uk/>

Why we do what we do.....

Advocacy Support

1,150 young people supported
82% successful completions
70% improvement in mental health

Emotional Health

962 adults and young people supported
81% reported positive changes in their wellbeing
73% felt more confident about themselves

Family Support

385 adults and children supported
79% reduction in drug/alcohol use
81% reduction in domestic violence & offending
behaviour

We believe our workforce are our greatest asset and therefore want to ensure that our benefits and the support we offer is an attractive package to look after you

Everyone needs a break. You'll receive 30 days holidays. On top of this you get all the bank holidays too! [pro-rata of course]



If your attendance is 95% over 3 yrs you will receive Long Service Leave which entitles you to an additional 20 days annual leave



EB salaries are competitive across the charity sector



We have team meetings, where you can build relationships with colleagues, meet new ones & support one other with skill swaps



Nothing worse than trying to do a job without the right tools. At Early Break you'll get the latest ICT resources; keeping you connected



You'll have supervision every 6 weeks. This is a safe, supportive space for you to reflect on your work



As part of our environmental sustainability you can be part of our ambition to be greener. We operate a 'Cycle to Work Scheme'



You'll not feel unsupported. You will have a robust induction with colleagues ready to welcome & support you



We have a 'Pension Contributory Scheme' where we will contribute 6% to your pension



We understand everyone lives different lives so we offer a 'Flexible Working Policy'



Worker Support & Benefits

Our Hiring Process

1

You've submitted your application

Once we receive your application a member of our Management Team will review your application. We undertake a scoring criteria in order to shortlist for interview.

2

We'll give you a call

If you have been shortlisted for interview, a member of our team will give you a call to arrange a time slot with you.

3

We'll email you

A member of our team will email you to confirm your interview time and to let you know what you can expect from our process. If you have further questions, please feel free to email us back for clarity. you may have about the role. Get the date in the diary! We offer interviews in person to meet you face-to-face but we do offer interviews online where required.

4

Preparing to meet with us

Ahead of your interview, check out our website/social media platforms and do your homework – we're always impressed by candidates who have gone the extra mile, to get to know what we are about. In some instances, you may be asked to deliver a short presentation. This is your chance to show us your knowledge and skills in relation to a particular question regarding an area of practice. We are excited to hear and see what you will present!

5

Interview day

You'll usually meet with 3/4 members of the team. We will spend time finding out more about you and all your relevant experience. We're keen to get to know you and hear about your knowledge, skills and experience. At the same time, it's a great opportunity for you to ask any questions you may have for us! And remember, if you are delivering a presentation for the panel think about your keys points, keep it to time and show us what you know!

6

Great news, you did it!

Welcome to the Early Break family; you've done a great job. We will give you a call to tell you the good news, then we will be in touch with a formal offer, (Please note, final offers are subject to pre-employment checks such as DBS checks, references, eligibility to work in the UK)

Our Values



Trustworthy



Accountable



Fair



Innovative



Collaborative



Compassionate

Our values drive our culture and shape our beliefs, our priorities and our actions. They influence the decisions we make and how we treat one another. Do you see a fit with your own personal values and those of our service? If so, then you know we are definitely for you.

At Early Break we are people from all walks of life

People are at the heart of everything we do. We are committed to encouraging a dynamic and inclusive culture, where we benefit from a variety of perspectives to make smarter decisions that better support young people and families. This means people can be their best authentic self, which in turn, helps us to help others.

Our organisation and the support we give to our young people and families will be impartial, neutral and universal and is a place where anyone feels welcomed to work, volunteer or seek help. We do not tolerate inequality, injustice or discrimination of any kind. We believe each of us contributes to inclusion; we all have a role to play. Our culture is the result of our behaviours, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same.

Our staff, service users and other stakeholders come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Our mission is to help everyone find their place in the world. Early Break can be anyone's place and our inclusive culture empowers all of us to connect, belong and grow.

Our Inclusivity Statement can be found on our website: <https://earlybreak.co.uk/who-we-are/our-story/>



The “voice” of our children, young people and their families is threaded through every aspect of the work we do at Early Break, from concepts and identifying of needs, to service design and implementation of our offers. We could not deliver quality services without engagement at all levels with the very people who may access those services.

The “voice” element is weaved throughout in various forms including but not limited to our:

- Have Your Say feedback on all aspects of work
- Co-design work on new projects including involvement in steering groups and external review processes
- Being part of recruitment decision making
- Creative opportunities on service paperwork and how staff are inducted



TOP TIPS

Take some time & read over our application first



Follow the instructions & answer all questions correctly & completely. Think about what you've seen on our website & social media & try & reflect our culture

Look at our 'criteria' & make reference to your own experience



Tell us about your training, IT experience, any professional bodies you are associated with

If you don't have the formal qualifications, but have lots of experience, tell us all about it [your professional experience is highly valued at Early Break]



Read through and check for any errors before submitting. Maybe get a friend to read through your application for you

ANY QUERIES? Please email us: recruitment@earlybreak.co.uk

“I like working for Early Break because I am supported to be the best practitioner I can be. Personal growth and being your authentic self is welcomed and encouraged.”
Advocacy Worker, Bury

“You receive support from everyone and I mean everyone. Colleagues, Support Services, Managers especially my line manager. From Buddy sessions, Supervision, a place to seek advice or guidance, a safe space to blow off frustrations. Empathy runs in peoples’ veins.” Holding Families Coordinator

“The concern for employee welfare is just phenomenal.” Housing First Worker

“I love working for Early break because I feel well supported and encouraged to step outside my comfort zone [in a good way!].” Holding Families Coordinator

“I enjoy working with and being part of a supportive and friendly team. There's always someone around to give advice or share resources or knowledge.”
Emotional Health & Wellbeing Worker

“I started here nearly 10 years as an admin and all I have felt is supported and believed in and given the opportunities to find my passion. I love the rewarding work and support I can give to young people. I never would have thought that I would have been able to get to where I am today. From the top I have only ever felt supported! Even through struggles in my personal life, I've felt supported and cared for!” Mindfulness Practitioner

“A highly supportive and friendly work environment; they really do invest in you.”
Emotional Health & Wellbeing Worker

“I have never worked anywhere where every single person at the organisation is passionate about supporting people, believe and are impassioned by the values and truly, truly care. You gain an incredible amount of experience, you are trusted and the scope of things you can get involved in keeps you interested and your job varied, but also provides you with loads of skills to develop as a practitioner.”
Closing the Gap transitional support worker

“Early Break is full of passionate, caring and brilliant people. It is the most supported I have felt in my work life by colleagues, managers and through supervision. Early Break has lots of opportunity to change roles, learn new skills and continuously develop as a professional.” Advocacy Worker

“After 15 years I still feel challenged, stretched and rewarded in the work that we do supporting children and families.” Operational Manager



Contact us - Our Head Office

Although we have a number of locations in the North West, typically our Head Office in Radcliffe is where face-to-face interviews are held.

The address is:

Early Break, Annara House, 7-9 Bury Road, Radcliffe, M23 2UG

T: 0161 723 3880

E: info@earlybreak.co.uk or for employment: recruitment@earlybreak.co.uk

There is plenty of parking available onsite and our premises are a 5 minute walk from the Radcliffe tram station.

Our Website/Social media platforms

Our website is: <https://earlybreak.co.uk/>

Facebook: <https://www.facebook.com/earlybreakuk>

Twitter: <https://twitter.com/EarlyBreakUK>

Instagram: <https://www.instagram.com/earlybreakuk>

Follow us!

Registered Charity Number: 1072052 A Non Profit Making Company Limited by Guarantee.

Company Number: 3320039

