



### **Working with Neighbourhood Networks**

Neighbourhood Networks value our staff team. Our team are flexible, confident and committed to supporting the organisations mission. Our staff ensure that we deliver the best service possible to the members we support so we want to give staff all the benefits we can.

### **Our Mission - Together Anything is Possible**

#### **Induction and Equipment**

- All staff have a structured induction into the organisation to provide a clear understanding of the role you will play in the organisation and the opportunity to shadow existing members of staff.
- This will also include an office induction covering 3 main areas – Human resources, information technology and finance
- Employees are provided with a company mobile phone and laptop, so you have the equipment required to carry out your role.

#### **Work/life balance**

- Annual leave – 6 weeks per year. The entitlement runs for the financial year from 1<sup>st</sup> April to the 31<sup>st</sup> of March each year.
- Flexible working – our staff work flexibly to support members when they need support and not when they don't. Consideration is also given to flexible working patterns for network managers.
- Staff availability contract - We introduced this so staff have 2 clear days off per week where their phone is diverted to their manager or a colleague. This also supports flexible working and an agreement around when you are available for work.
- Day to celebrate your birthday – this gives you the opportunity to take some time out for you as we lead such busy lives.

#### **Salary and financial benefits**

- Living wage employer – the current hourly rate for community living workers is £10.01 and we are committed to staying ahead of the living wage.
- Work related expenses paid – for attending member related activities and travel to support members

- £50 float is given when starting your employment, so you are not out of pocket for any expenses incurred. (This is taken back from your final salary when you leave the organisation)
- SSSC registration paid - staff can claim back their yearly registration fee
- Contributory pension

### Health and Wellbeing

The organisation has recently developed a Mental Health Strategy with a focus on leadership, prevention, early intervention and support. This organisational wide approach to health and wellbeing provides support for staff's mental wellbeing.

All staff have access to the staff counselling service - Lifeline. As life can throw us all sorts of challenges this can be used for personal or work-related support.

### Staff Council

The staff council provides an opportunity for staff to give feedback to the organisation and also for the organisation to gain feedback from staff. This has representation from staff from all areas which is rotated to give everyone the opportunity to be involved with this working group.

### Training

We value the importance of having a qualified and trained workforce to support network members. All staff must register with the Scottish Social Services Council (SSSC) within 6 months of their employment. From this point you then have 5 years to gain your SVQ qualification. We invest in all staff being trained to SVQ level 3 in Health and Social Care. Additional hours can be negotiated towards study time.

Other training opportunities to support you in your role and for your own personal development are also encouraged.

**Continuous learning and development** is supported through an annual 360 degree appraisal which forms the organisation's training strategy. There is also regular staff supervision, team meetings and staff training days known as Joint Development Days.

**Joint Development Days** take place 4 times per year and we expect all staff to attend these. This is an opportunity for you to come together with the whole staff team to learn and gain support from each other.

- February regional JDD with members of your team
- May all staff across the organisation JDD
- September – JJDD – this is a Joint Development day with staff alongside members
- November JDD – this is a half day training and then lunch.

As well as this there are Team Building days throughout the year to build on your relationship with the rest of your team in a social environment.