



THE KILORAN TRUST

CARING FOR CARERS

157, Blythe Road,
London W14 0HL
Tel No:-020 7602 7404
Fax No:- 020 7602 3303

Web site: www.kilorantrust.org.uk
Email: KilTrust@aol.com

Information Pack

For the Post of

The Carer Support Worker

Registered Charity No. 1038328

Registered in England and Wales as a Company Limited by Guarantee No 2925286.

Supported by The Shepherds Bush Housing Association

Patrons: Sheila Hancock CBE – Jane Gibson – Nigel Havers – Anthea Palmer – Michael Chance – Emma Galloway

Trustees: **Dudley Savill MBE. – James Sanders – Lesley Thomson – Janis Handley – Mark Tennyson d'Eyncourt - Hazel Langan**

January 2011

Dear Applicant

Thank you for your interest in the above position with The Kiloran Trust.
Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular, setting out the ways in which **you meet the competencies** outlined in the personal specification and the job description. You should provide clear and concise examples of a time when you have had to use these necessary skills.

The application should be typed or completed in black ink. The panel will be considering the presentation of your application during the selection process.

1. Your completed application should be returned to us by **5.00 pm on Thursday 3rd February 2011**. Late applications will not be accepted.
2. If shortlisted you will be required to visit the project before the formal interview **This will be arranged with you to take place sometime during w/c 7th February 2011**
3. **Interviews will be held on Wednesday 16th February 2011.**

Please send your completed application form to:

**Mrs Noreen McIlvenna,
The Kiloran Trust,
157, Blythe Road, London W14 0HL**

Or e-mail with attachment to:- kiltrustnoreen@aol.com

Yours faithfully

Noreen McIlvenna
Director

The Kiloran Trust aims to be an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

1. Please complete all sections of the form.
2. Please complete the application form in black ink, as it will be photocopied. Do not stick or glue paper to the back of the form – it gets caught in the photocopier. Please add a separate piece of paper instead.
3. After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post.
4. Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
5. Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. We do not need a full account of your education since your junior school days. It is sufficient to state that you have a specific number of 'A' levels and GCSEs unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
6. The personal statement is an important part of the application form and should be used to tell us how you meet the person specification. Always remember to specify your responsibilities rather than those of your section or department. Remember to explain how your current or previous experiences relate to the job you are applying for.
7. Please ensure that your completed application form is returned by 5pm on the closing date stated on the advertisement. Do not attach any other documentation apart from the equal opportunity monitoring form. Any attachments, such as CVs, references or photocopies of your qualifications, will be disregarded and will not be seen by the selection panel.
8. In order to make good use of the charity's money, your application will not be acknowledged unless you enclose a stamped addressed postcard or similar, nor will you hear from us unless you are selected to attend for interview.

January 2011

The Kiloran Trust

Job Description

Job Title: Part-time Carer Support Worker
At 157 Blythe Rd, London, W14 OHL
Hours of work: 17 ½ hours per week (shift work required)
On Call: Whenever Necessary

Reporting to: Project Manager

Due to the nature of the project, below are the main tasks in a typical week. Flexibility in carrying out other tasks is an essential ingredient of this job.

Main tasks:

1. To take an active part in the provision of a high quality service to Carers, always being aware of the culture from which they come; provide good listening and non-intrusive support, ensuring a warm and friendly welcome to Carers on their arrival and throughout their stay.

2. Assist in the carrying out of housekeeping tasks, including shopping, preparing and cooking lunches and evening meals as required, room preparation and “home-making”.

3. Administration tasks: answering the telephone; taking and recording messages; following up enquiries as required; and to assist with photocopying of leaflets.

Sending out initial information to carers and to assist with ‘mail outs’ to other carer organisations; and assisting Project Manager with updating of databases.

4. To meet Carer’s individual needs in the most beneficial way.

5. If required, to work at week-ends also ensuring that Carers have a “good” arrival or departure, and carrying out usual tasks of some cleaning and ensuring the house is always left secure.

7. Health and Safety: Take reasonable care of your own health and safety at work and of other persons who may be affected by your actions or omissions. To co-operate with your employer in ensuring that the duties or requirement imposed by relevant statutory provisions are complied with.

8. Other tasks as requested by the Project Manager from time to time.

January 2011

Person Specification Carer Support Worker

*All of the following requirements are **Essential**, unless marked with a * when they are **Desirable**, and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references:*

Skills:

Excellent communication and interpersonal skills (E)

Good team working abilities (E)

Good organisational skills (E)

IT skills including Word and Excel and use of Database Programs (E)

*Good Home Cooking skills (D)

Knowledge

Understanding the Role of a Carer **OR**

One year Experience of working with Carers (E)

*Knowledge of Health and Safety issues; Data Protection and Risk Management (D)

Have an understanding of working in a care environment. (E)

Commitment to working in line with Equal Opportunities requirements (E)

*Voluntary Sector Experience (D)

Abilities:

Ability to manage and control the maintenance of a Household (E)

Ability to deal with difficult and un-planned situations effectively (E)

Able to demonstrate working on own initiative (E)

Be able to demonstrate sensitivity and confidentiality (E)

* Driving Licence (D)

Qualifications and special circumstances:

Secondary and higher education and any Professional training or qualifications you think are relevant to the job.

Be able to work flexible hours including week-ends



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CARING FOR CARERS

Equal Opportunities Monitoring Information

PLEASE NOTE : THIS WILL BE SEPARATED FROM YOUR APPLICATION FORM
PRIOR TO SHORTLISTING

Confidential Please complete in black ink and return
with your completed application form

In accordance with The Kiloran Trust's equal opportunities policy, the Trust will select new employees on job-related criteria only: that is, the ability to meet the criteria of the job as outlined in the person specification.

The questions below will help the Trust to monitor the effectiveness of its equal opportunities policy and to address areas of under-representation. The information, which you supply, on this form will be used for statistical purposes and will be detached from the application form prior to shortlisting. Please, therefore, complete all questions by ticking the appropriate response or entering the information requested.

| | |
|-----------|--|
| Full name | |
|-----------|--|

| | |
|------------------|--|
| Post applied for | |
|------------------|--|

How did you hear about this vacancy?

- Advertisement in newspaper
Newspaper (please specify).....
- Job centre
- Employment agency (please specify).....
- Friend/relative/colleague
- Kiloran Trust website
- Other (please specify).....

• Website www.kilorantrust.org.uk

Registered charity no 1038328. A company limited by guarantee and registered in England no. 2925286

Age Date of birth

Gender Male Female

Marital Status Single Married

Please indicate how you prefer to describe your ethnic origin.

Note: These are categories recommended by the Commission for Racial Equality

- Bangladeshi
 - Black African
 - Black Caribbean
 - Black other (please specify).....
 - Chinese
 - Indian
 - Irish
 - Pakistani
 - White
 - Other (please specify).....
-

For employment purposes, a disabled person is defined as a person with a physical, sensory or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

For employment purposes, are you disabled? Yes No

Please state the nature of your disability