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January 2019



Dear Candidate

Thank you for requesting an application pack for the position of Senior Respite Break Leader/Respite Break Leader at CHICKS. This child focussed role works directly with our beneficiaries through residential and activity-based experiences. Respite Break Leaders are the heart of the charity and day to day have a direct impact on the lives of the children we support. It is a fun, active and extremely rewarding role.

A Respite Break Leader is energetic, fun loving and passionate about providing positive experiences for children and young people. Although the work can be emotionally challenging at times Respite Break Leaders are resilient and see the positives in all situations. They enjoy the outdoors, adventure, creativity and play – all of which is central to positive childhood experiences.

The Respite Break Team is one based on support, trust and a sense of playfulness. The team has a clear shared vision and dedication to offer truly inspirational experiences. CHICKS is a positive and friendly place to work with a strong mission to offer respite breaks to hundreds of disadvantaged children across the UK every year.

If you have any further questions please feel free to contact me at richard@chicks.org.uk or on 01822 811128. We look forward to receiving your application.

Yours sincerely

Richard Whitehouse
Head of Respite Breaks

Head Office:
Moorland Retreat
Bonaforde
Brentor, Tavistock
Devon PL19 0LX

t: 01822 811020
f: 01822 811021
e: info@chicks.org.uk
www.chicks.org.uk

Cornish Office:
Coastal Retreat
Barn Park Farm, Well Street
Tywardreath
Cornwall PL24 2QN

t: 01726 817913

Midlands Office:
Daleside Retreat
Ravenscliffe Farm
Fenny Bentley, Ashbourne
Derbyshire DE6 1LF

t: 01335 350525

Scottish Office:
The Wynd Centre
6 School Wynd
Paisley
Renfrewshire PA1 2DB



Senior Respite Breaker Leader/Respite Break Leader

Location: Derbyshire

Salary: £19,094 – £25,263 per annum

Senior Respite Break Leader Salary: £22,677 – £25,263 per annum

Respite Break Leader Salary: £19,094 – £21,924 per annum

We have opportunities to join our professional and dynamic Respite Break Team in a role that has a direct impact on the children that we support.

CHICKS is a children's charity that provides free respite breaks for disadvantaged children from across the UK. We believe that all children, regardless of their circumstances, should experience time away and the many advantages that this brings. Through this provision we support them to develop childhood memories that will stay with them for years to come.

As a Senior Respite Break Leader/Respite Break Leader you will work directly with groups of children, delivering fun, creative and adventurous activities throughout week-long breaks, as well as providing pastoral care in the residential setting.

This position could be ideal for someone currently providing activities or support for groups and wants to take the next step towards more in-depth work with children and young people.

Senior Respite Break Leaders/Respite Break Leaders will work predominately at one of our retreats. Some travel for training purposes and to ensure consistent best practice will be required.

This is a year-round, full time position. It involves residential working Monday-Friday with regular rest periods. Senior Respite Break Leaders/Respite Break Leaders have extended paid time off during the winter.

Applicants must be over 21 and have held a full driving licence for at least a year. They will need to demonstrate report writing skills and computer competency.

CHICKS has a responsibility for and commitment to safeguarding and promoting the welfare of children and young people. All successful applicants will be subject to a number of employment checks including a check from the Disclosure and Barring Service.

Closing date for completed applications: Wednesday 13 February 2019 by 12.00.p.m.

Interviews will be held week commencing Monday 18 February 2019

JOB DESCRIPTION

Role: Senior Respite Break Leader/Respite Break Leader

Responsible to: Head of Respite Breaks/ Senior Respite Break Leader

Scope and purpose of position:

Senior Respite Break Leaders/Respite Break Leaders aim to inspire, enthuse and guide groups of children throughout the respite break, promoting lasting positive memories and learning. They lead the respite breaks with a team of fellow Senior Respite Break Leader/Respite Break Leaders in accordance with CHICKS policies, procedures and mission statement. They ensure the children receive the best break possible by maintaining high quality respite breaks and ensuring that the health and welfare of the children is never compromised.

Main Responsibilities:

- To ensure that the young people on the respite break have the most enjoyable and beneficial break possible
- To be a responsible role model to the young people attending our respite breaks
- To act towards the young people with understanding, care and positive enthusiasm
- Work residentially on a rota, currently Monday to Friday, with regular rest weeks
- Oversee the induction and organisation of volunteers on the respite breaks
- To complete photographic compilations, certificates and diaries in preparation for the young people
- To maintain and take responsibility for a petty cash float each week, preparing a statement for the finance team
- Complete behavioural and incident reports as required
- Attend regular 1-2-1 meetings and appraisals with the designated line manager
- To work closely with colleagues, developing a sound understanding of the charity's structure.
- To identify and report any safeguarding issues that may occur
- Be available to attend staff meetings, and to hold debriefs and discussions with the Respite Break Manager and other colleagues
- To undertake, oversee or delegate other non-specific tasks/responsibilities deemed necessary to ensure the smooth, legal and efficient running of the respite breaks

General Duties:

- To be an active and enthusiastic member of the team
- To travel throughout the UK as required to support activities and fulfil objectives
- To work unsocial hours, including evenings, weekends and stay away from home overnight as and when required
- To undertake any other tasks as required and directed
- To promote CHICKS in a positive light to volunteers and the general public
- Continue to develop the knowledge and skills required to fulfil the responsibilities of the position
- To follow procedures which maintain GDPR compliance

Training:

- The Senior Respite Break Leader/Respite Break Leader will be required to obtain and maintain relevant levels of certification necessary to the position.
- Continue to develop and maintain the knowledge and skills required to fulfil the responsibilities of the position

Health and safety responsibilities:

- To undertake frequent dynamic risk assessments as required and take any necessary action to avoid potential health and safety hazards
- Having read CHICKS Health and Safety manual, ensure compliance at all times with CHICKS Health and Safety Policies including: accident reporting procedures; fire drills and first aid facilities
- To liaise with the appropriate person on all Health and Safety matters where required

Person Specification:

Essential:

- Experience of working with children, preferably in a residential setting
- Possess the ability to apply sound, mature judgement particularly when dealing with challenging or sensitive situations
- Good interpersonal skills and a team spirit, with the ability to lead and take decisions when required
- Excellent communicator, both written and oral, and able to communicate effectively with a broad range of people
- The ability to approach the role with understanding, care and positive enthusiasm
- Experience of and enthusiasm for activities such as horse riding, climbing, water sports, team challenges and arts & crafts
- Availability and willingness to work in a residential setting, including evenings and overnights on a rota basis
- Reasonable computer skills with the ability to use standard MS Office functions
- Full Drivers Licence, held for a minimum of 1 year, is essential
- Pass an enhanced DBS check (Disclosure and Barring Service)
- To understand and appreciate the ethos and operations of CHICKS

Desirable:

- The ability to cope with unexpected occurrences and emotional concerns
- Understanding of the role of volunteers and how they can benefit the charity
- Experience of report writing
- Experience of creating and following risk assessments
- Knowledge of child protection issues and practices
- Volunteering experience
- Professional qualifications relevant to the role
- Minibus driving licence

What We Do for You



Our Moorland Retreat (Devon)



Our Coastal Retreat (Cornwall)

What kind of an environment will I be working in?	<p>The CHICKS team are professional and friendly. You will feel welcome and supported throughout your employment.</p> <p>The Respite Break Team is dynamic and fun with a strong focus on development and best practice.</p>
Where will I work?	<p>You will be based at either our Daleside Retreat near Ashbourne, Derbyshire or our Coastal Retreat near St Austell, Cornwall. However, the role involves travel between the retreats and our head office Near Tavistock in Devon. This will be for training purposes and to develop shared best practice.</p> <p>All the retreats provide a beautiful place to work.</p>
Where can I park my car?	<p>We have a free, spacious car park adjacent to each office so there is no need to worry about parking.</p>
How much holiday do I get?	<p>We will give you 28 days paid holiday every year, plus bank holidays.</p>
What happens if I become ill?	<p>Don't worry; we give our employees up to 8 weeks paid sick leave following their probation period.</p>
What about parental leave?	<p>We provide 12 weeks paid maternity or adoption leave and two weeks paid paternity leave following your probation period.</p>

How will you help with my professional development?	CHICKS operates an appraisal system where emphasis is put upon developing self and others. Development opportunities will be identified and you will have access to training courses, mentoring and seminars.
How will you review my salary?	You will be appraised in your job at the end of each appraisal year. All employees' salaries are reviewed annually based upon this.
What other support do you offer?	We offer all members of staff a free counselling service should they feel they need to speak to someone outside the charity.
Is there opportunity to engage with the children?	We encourage all staff to take the opportunity to spend time with the children on break as the children are at the centre of everything we do.



Our new Daleside Retreat (Derbyshire) which opened for children in May 2017

CANDIDATE FAIR PROCESSING NOTICE FOR PROSPECTIVE EMPLOYEES OF CHICKS

CHICKS collect data and information about our prospective employees so that we can run effectively as a service provider. We need this information to help meet our purpose of ensuring an effective, compassionate, high-quality care service and to meet our legal and contractual obligations with our employees. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of prospective employees.

We will always make sure that our prospective employee's information is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat
Brentor
Tavistock
Devon
PL19 0LX

Phone: 01822 811020

Email: info@chicks.org.uk

Our Data Protection Officer is Joanna Foster and she can be contacted at DPO@chicks.org.uk

What data do we process?

In order to employ you, we are required to process the following personal data:

1. Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, NI number, biometric photo, passport number);
2. Name, address, date of birth, hobbies, CV, professional memberships, languages;
3. Documentary evidence of any relevant qualifications;
4. A copy of each reference obtained for you;

5. Health information, disabilities
6. Either—
 - (a) where the certificate is required for the position, an enhanced criminal record certificate; or
 - (b) for all other positions, a criminal record certificate.
7. Details of any criminal offences—
 - (a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or
 - (b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it

We collect information about our prospective employees when they apply for employment with CHICKS and we process it on an on-going basis.

Why do we need to process personal data on our prospective employees?

CHICKS need to process personal data about our prospective employees in order to assess your suitability as a candidate and to fulfil our legal obligations.

Our legal basis for processing personal data

By law, we need a legal basis for processing the personal data of an employee. Your submission of your CV or application is with your consent. We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position.

By law, we need a legal basis for processing the personal data of a client. We will process your data using the legal basis of consent, legal obligation, vital interests and legitimate interests.

Consent:

Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time. For example, you apply for a position with us because you wish to.

Legal obligation:

We have a basis to use your personal information where we need to do so to comply with one of our legal or regulatory obligations. For example, we need to check that you have the right to work in the UK.

Legitimate interests:

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interests” (provided that what the information is used for is fair and does not unduly impact your rights).

For example, CHICKS have a legitimate interest to keep your personal data on our systems in order to keep it secure, process it and to provide you with a service.

We only rely on legitimate interests where we have considered any potential impact on you, whether or not our processing is excessive and that our processing does not override your right

Special categories of personal data are data revealing health, race, religious beliefs, political views, trade union membership, sex life or sexuality or genetic/biometric information. We will process this type of information about you only if we are required to do so and if we have a specific exemption under the GDPR, which are: your explicit consent or if we are required to do so for employment or social security and social protection law purposes.

*We process the following data because we have a **legal obligation** to do so. We cannot employ person without this data.*

1. Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, biometric photo, passport number);
2. Name, address and date of birth;
3. Either—
 - (a) where the certificate is required for the position, an enhanced criminal record certificate; or
 - (b) for all other positions, a criminal record certificate (the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of CHICKS in the field of social security and social protection law)
4. Details of any criminal offences—
 - (a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or

- (b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it (the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of CHICKS in the field of social security and social protection law)

*We process the following personal data due to our **legal obligation** to share it*

1. Government agencies for the criminal record checks
2. Government agencies for the right to work checks, if required

*We process the following personal data with the **explicit consent** of the prospective employee for Equality and Diversity purposes:*

- data revealing racial or ethnic origin, religious or philosophical beliefs or health

*We process the following personal data with the **explicit consent** of the prospective employee, if the prospective employee needs reasonable adjustments in order to attend for an interview:*

- data concerning health

*In the case of any disputes, we will process the following personal data because we have a **legitimate interest** and the processing is necessary for the establishment, exercise or defence of legal claims:*

- all personal data will be shared, as required, with our legal advisors and our insurers

*We will process the following personal data because it is a **legitimate activity** of CHICKS:*

- We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claims;
- All personal data is stored securely on servers and in the cloud; and
- Images captured by CCTV for the safety and security of our clients, staff and visitors;
- Documentary evidence of any relevant qualifications; and
- A copy of each reference obtained for you.

We will process the following personal data with your consent:

- We will hold your application for six months if you are not successful and wish us to hold your application for any future positions

How long do we hold the personal data of our employees?

We hold all records of an unsuccessful prospective employee for six months in the unlikely event of any employment tribunal claims. We will hold your CV in case of any future positions for six months and only with your consent.

If you are successful, your application will become part of your employee file.

Who do we share prospective employee data with?

We share data, where required, with:

- Government agencies for criminal record and right to work checks;
- Our insurance providers;
- Our legal advisors;
- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data of employees out of the EU or EEA.

Rights of prospective employees

Your rights:

You have rights in respect of our processing of your personal data which are:

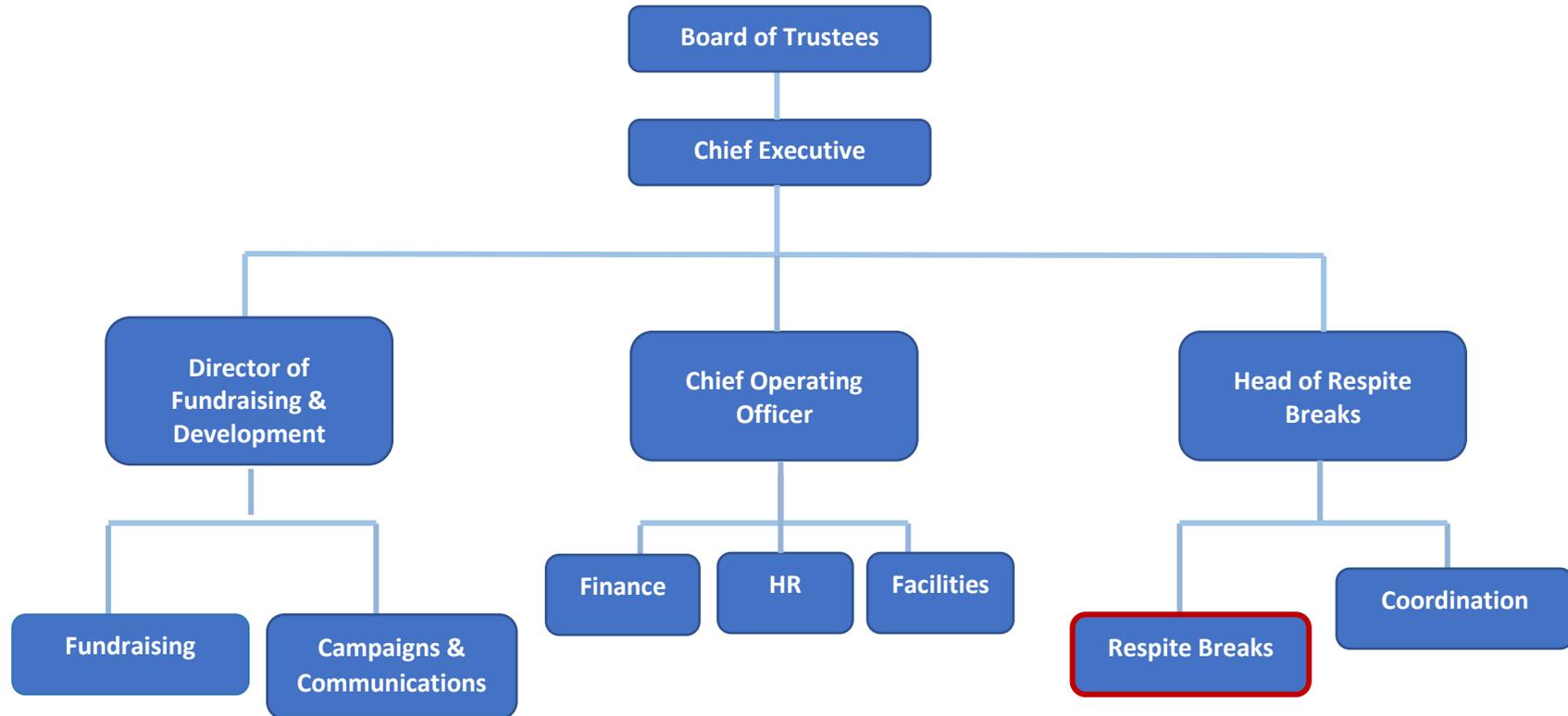
- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people)
- To rectify incorrect personal data that we are processing
- To request that we erase your personal data if:
 - o we no longer need it;
 - o if we are processing your personal data by consent and you withdraw that consent;
 - o if we no longer have a legitimate ground to process your personal data; or
 - o we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest
- To restrict our processing if it was by legitimate interest

- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

ORGANISATIONAL: STRUCTURE



CHICKS: BOARD OF TRUSTEES

- **Marion Luckhurst, *Chair of Trustees*** joined CHICKS Board of Trustees in 1997 and also chairs CHICKS operations committee. Marion runs an independent partnering consultancy. Marion formally worked as Group Supply Chain Director for VT Plc, Procurement Director for BA Systems, DML Ltd and KBR. Marion is also a member of the Board of Shekinah charity for the homeless. She is a fully qualified Life Coach and is also a Rotarian.
- **Ken Cherrett, *Deputy Chair*** became a Trustee of CHICKS in 2002, is Chair of CHICKS Finance and HR Committee's. Until recently, he was Chair of Cifas (the UK's Fraud Prevention Service) and the Senior Independent Director on the Board of Registry Trust Ltd (Register of County Court Judgments & other services). He was with TSB (now Lloyds Banking Group) for 34 years, holding various director positions in the City, including being appointed the first CEO of Trustcard. He subsequently became Director-General of PSL, a joint CBI-DTI (now BIS) initiative.
- **Robin Barlow** is a Fine Art Consultant and Valuer working as sole practitioner from his home in South Devon. He is a past County President of St. John Ambulance, a Council Member of the American Museum in Britain at Bath, and is currently a Trustee of The Britannia Museum (BRNC Dartmouth) and of the Devon Community Foundation. He is a Liveryman of the Worshipful Company of Arts Scholars and a Freeman of the City of London. He served as High Sheriff of Devon in 2012/13 and is a Deputy Lieutenant of the County.
- **Mark Duddridge** is currently Chair of the Cornwall and Isle of Scillies Local Enterprise Board and a Director of Rodda's. Previously, Mark was a main Board Director of Samworth Brothers, as well as Managing Director of Ginsters. Mark enjoyed nearly 20 years' service with Samworth Brothers who he joined from Northern Foods with whom he held a number of site Director roles. In addition, Mark is Chair of CHICKS Fundraising Committee, as well as being a Trustee of the Princes Countryside Fund and one of the Princess Royals' Training Commissioners.
- **Stephen Brearley** is Account Executive for PepsiCo UK, where he is part of the commercial sales team overseeing the sales of all Walkers products into all Asda Stores across the UK. Previously, Steve was a child protection social worker for Wokingham Borough Council Children's Services. He has an LLB in Law and completed a Masters in Children and Families social work. Steve has been active with CHICKS for the past decade as a volunteer, referral agent, Senior Respite Break Leader/Respite Break Leader and, since 2012, a trustee. Steve has worked residentially with children at Barnardos and managed a number of youth and community projects including youth clubs and football teams for vulnerable young people.

- **Gillian Parker** joined Leicestershire Constabulary in 1980, which led to a career spanning 30 years and culminating in the post of Chief Constable of Bedfordshire. Gillian was involved with child protection issues as an investigator and in developing policy. She was also responsible for developing policies in relation to both domestic violence and youth offending. Her retirement in 2010 brought her to Devon and she joined CHICKS as a trustee in 2013. Gillian is also a Rotarian and trustee of Trustee of Shekinah (homeless) charity in Plymouth.
- **Paul Williams** was appointed to the board of trustees in 2015. Paul has recently retired having founded Ward Williams Associates, a national firm of surveyors specialising in Quantity Surveying, Project Management, Building Surveying and CDM. Paul has also served as a local Councillor with Mary Tavy Parish Council.
- **Andrew Ryde** joined the CHICKS board in November 2015. He is a Managing Director in London for the Canadian Bank, CIBC, where he is responsible for their European Debt Capital Markets business. He has been a Trustee of the CIBC Children's Miracle Foundation for several years and it is through his work with this charity that he first became involved with CHICKS. A Geography graduate from the University of Sheffield, Andrew has worked in the City for over 25 years and is married with two young children.