



## INFORMATION FOR CANDIDATES

---

### **INFORMATION FOR CANDIDATES – Shared Lives Co-ordinator**

#### **1. About Shared Lives South West**

Shared Lives South West recruits, trains and supports individuals and families (Shared Lives Carers) who can offer accommodation and care for vulnerable and disabled adults in their home, enabling the person to share in family life, develop skills and maintain their independence. This is known as Shared Lives. You can read more about this in our Shared Lives South West website [www.sharedlivesSW.org.uk](http://www.sharedlivesSW.org.uk).

Our service supports adults over 18 years of age and occasionally young people in transition into adult services from the age of 16 upwards. We currently support over 300 long term service users within 300 provider homes and a further 150 or more service users using our short break services. Our current client group is predominantly people with a learning disability, with some mental health referrals. You can read more about the activities of Shared Lives South West in our last Annual Review which is enclosed.

Shared Lives South West is a registered charity and a not-for-profit company limited by guarantee. We were set up in 2004 (under the name of SWAPS, the South West Adult Placement Scheme) to provide Shared Lives services across Devon, Somerset and Cornwall.

#### **2. About the role of Shared Lives Coordinator**

The main aim of the post is to recruit and assess new carers, match them with service users, then provide support and supervision. You will work across Cornwall.

We are looking for someone who can demonstrate enthusiasm for our service model and who has the necessary social care skills and experience to support a caseload of Shared Lives carers and service users.

A full job description and person specification is enclosed. Due to the type of role and rural nature of the county, access to a vehicle on a daily basis is a requirement.

#### **3. If I join SHARED LIVES SOUTH WEST as an employee what can I expect?**

You will be joining a team of over 40 enthusiastic and committed staff. The organisation is led by our chief executive, Dominic Spayne, who in turn reports to a small but dedicated and knowledgeable board of trustees.

This post will be based in our Scorrier office, but a large part of your time will be out of the office in the homes of Shared Lives carers as required.

The post would be offered subject to satisfactory enhanced DBS check and references.



## INFORMATION FOR CANDIDATES

---

The starting salary for this post is from £27,000. The hours required are 37.5 per week Monday to Friday. Our basic terms and conditions include 25 days paid leave per year in addition to Bank Holidays plus free life insurance and a contributory pension scheme after 3 months.

We offer generous mileage allowances and opportunities for training and development to meet the needs of the role and new demands created by the service. Regular team meetings and occasional away days are held and there is a structured supervision and annual review system in place.

### 4. How do I apply?

You can download and print off an application pack from our website ([www.sharedlivessw.org.uk](http://www.sharedlivessw.org.uk))

Alternatively you can request a pack from our office – please call 01626 360170 or email [cwaring@sharedlivessw.org.uk](mailto:cwaring@sharedlivessw.org.uk).

If you would like an informal chat about the role, please call 01626 360170

Please complete the application form (**CV's alone are not accepted**) and return it before the closing date of Friday 6<sup>th</sup> November @17:00. All candidates will be notified if selected for interview or not.

The interviews for those short listed will be held on Thursday 12<sup>th</sup> November 2020.

If you have any queries about the recruitment process, please contact Claire Waring on 01626 360170 or [cwaring@sharedlivessw.org.uk](mailto:cwaring@sharedlivessw.org.uk)