

# Join Our Team

## About Drive?

Drive is a pioneering charity, established in 1981 to support people with learning disabilities to live in quality housing in their local communities. We are passionate about supporting people to increase their independence and choices to live the life they want to lead.

We have grown to provide a variety of support options including shared supported living, domiciliary care for people in flats or living with families, and short break services. Our values continue to guide everything we do so that we design support with people to achieve their full potential, make choices and be actively engaged in all aspects of their lives.

Our staff are passionate about what they do, and they are ambassadors for our values. In recognition, we hold awards events to champion their successes and show how we appreciate their hard work in making Drive the great organisation it is.



# Why Our Staff Love Working At Drive

We work together with the people we support and their families to achieve:

- **Community Presence:** living within ordinary communities and developing or maintaining meaningful relationships with families and friends.
- **Choice:** expressing individuality and actively participating in decisions about daily life or life-defining matters.
- **Competence:** support to improve social and life skills, in order to pursue interests, have fun and live more independently.
- **Dignity and Respect:** being valued by other people and experiencing valued roles at home and in the community.
- **Participation:** being able to join in with activities and events with others with the right level of support

**Love what you do!**

**Our staff love what they do every day.**

**Here are just some of the comments our staff have made about us:**

"Training here is genuinely brilliant, we always have the training that we need, when we need it; it's always of a really good standard"

"I have supervisions which are really useful, we talk about how I am doing on both a personal and professional level which is good"

"I think my Team leader is great at recognising when we've worked really hard on something, I'd get a pat on the back for doing something really good"



# People at Drive

Drive employs over 750 staff members across 6 local authorities, with our central office based just outside Cardiff in Nantgarw business park. Across our organisation, staff are all working towards a common goal in providing a vital service to the people we support.

At our central office in Nantgarw, you will typically find our Senior Management team, led by our CEO, as well as the Area Managers for each of the areas we work in and our Participation Officers.

You will also find the following key functions:

- Finance
- Payroll
- HR
- ICT
- Training
- Health and Safety
- Corporate Services and Admin

The Operations team, led by each Area Manager, includes Team Managers, Team Leaders and Support Workers.

## Where we work

Drive has grown to work in partnership with six local authorities; Rhondda Cynon Taff, Bridgend, Merthyr Tydfil, Monmouthshire, Caerphilly and Neath Port Talbot.

- 1 Neath Port Talbot
- 2 Bridgend
- 3 Rhondda Cynon Taff
- 4 Merthyr Tydfil
- 5 Caerphilly
- 6 Monmouth



# How We Reward and Recognise Our Staff

We recognise the hard work that our people put in to making Drive a success. Our benefits are regularly benchmarked across our sector and we listen to suggestions as to the rewards they would like.

We understand the importance of a positive work life balance and investing in our people. We have achieved a Silver Award in the Investors in People accreditation.

## What we offer:

In return for working with us, we offer you a fantastic opportunity to work for a company that values its staff.

- No zero-hour contract(s)
- Competitive starting salary
- Sleep in rates (where applicable)
- Mileage allowance
- Annual leave: with the option to buy further annual leave
- Auto enrolment pension scheme via salary sacrifice
- Personal development and training routes (including fully paid induction training)
- Company sick pay (after successful completion of probation)
- Confidential employee assistance helpline
- Support and guidance via supervision and appraisals
- Free DBS enrolment
- Career progression
- Refer a friend scheme
- Recognition of your work through our Staff Awards programme
- Other employee engagement and wellbeing initiatives to support our staff in carrying out their roles



## **What are the main responsibilities for:**

### **Support Worker**

- Provide continuous and consistent support, whether physical, practical, or emotional, which reflect any individual changing needs
- Ensure the people we support are encouraged and empowered to express their opinions and views in all areas of decision making, both at individual and at organisational level
- Assist and encourage the people we support to become integrated members of their local community by actively promoting physical and social presence in the community
- Act as role models; dressing and acting appropriately to participate in daily activities
- Contribute to the development of an individual Supported Person, assisting with the planning and practical implementation and monitoring of support plans
- Maintain accurate records i.e. personal records of the Supported Person, communication diaries, expenditure, medication etc
- Administer and/or supervise medication in accordance with Drive's policy and procedure

## **What qualities do you need for:**

### **Support Worker**

- A commitment to, and belief of, valuing all people as equal regardless of any perceived disability
- An ability to support people with learning disabilities in a flexible but safe environment
- Able to respond to the emotional needs of people with learning disabilities
- Excellent communication skills; verbal and written
- Confidential and discreet
- Flexibility in terms of working in line with the needs of the service
- Ability to work on own initiative as well as a member of a team
- Good 'life skills' – this could be cooking, home making, gardening, household budgeting – skills which can be passed onto our Supported People
- Desire to be part of a long-standing employer who treats its people with respect and trust, aiming for a 'one organisation' approach

## **Sounds great – what do I do next?**

If you meet the criteria of the Person Specification and have read the Job Description, you are ready to apply.

Once we receive your application, our HR Team will contact you to arrange a video or telephone first stage interview. This is an opportunity for both Drive and you to get to know a bit about one another.

If you are successful at first stage interview, you will be invited to attend a second stage interview in person; this will be in front of a panel and is a more formal interview process. You will also have a mini interview with some of our supported people – Drive is fully committed to its aim for co-production; involving supported people as much as we can in the work that we do.

If you are made a conditional offer of employment, the HR Team will check you have a full driving licence (a requirement for our Operations roles). We will go through the paperwork we need to undertake your DBS check (free to you as Drive pays for this) and approach your referees.

If you are able to, your 4-week induction training can begin. We cannot give you a confirmed start date, however, until we have received satisfactory DBS and references but we try and get our new starters involved in Drive activities as early as possible – the induction programme is a great way to do this, and you will meet other new starters like yourself. You will get a really good foundation of learning before you go into our services to work with our supported people. On the job learning will continue and you will meet regularly with your line manager to get all the support you need.

Good luck!