

**we are
recruiting
join
our
team**



Disability Wales
Anabledd Cymru

get in touch

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**INVESTORS
IN PEOPLE**

Charity Number: 517391

Company Number: 1998621

Disability Wales receives funding from
the Welsh Government



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foreword

Thank you for your interest in the roles we have available at Disability Wales (DW). This pack tells you more about how we work, and details of the posts and the people you'll be working with. It also gives information on how to apply.

DW is the national Disabled People's Organisation, working co-productively with our members to tackle a wide range of disabling barriers in society. We want to see disabled people enjoying the same rights as others including access to housing and transport, opportunities in education and employment and the ability to fully participate in social and cultural activities.

DW is an innovator and since our establishment in 1972, has achieved many 'firsts', including:

- Access Building Awards Scheme (1979-91) and the first ever Access Design Guidance Notes (1978)
- Development of new national and local disability organisations in the fields of sports, the arts, young people and access (1980s –)
- First programme in Wales to train disabled people to become Disability Equality Trainers (1992)
- High profile campaigns on Access to the High Street, Disability Hate Crime, Independent Living and Welfare Reform (2008-)
- Actively contributed to development of Social Care Charging Measure 2011
- Successfully campaigned for the introduction of Welsh Government's Framework for Action on Independent Living (2013)
- Active engagement in development of the Social Services and Wellbeing (Wales) Act (2014)
- A partner in the world's first research programme led by disabled people (Disability Research in Independent Living and Learning (DRILL) (2015 to date)
- Establishment of the first user-led co-operative in the UK run by and for Direct Payments recipients (2017)

Our members are at the heart of the organisation and we provide the following services and opportunities to support their growth :

- News and information via our website, resource packs and toolkits, e news and social media platforms
- An annual programme of regional events, conferences and workshops for members and stakeholders on topical issues
- Training and development opportunities to build capacity
- Opportunities to influence Welsh Government, UK Government and public bodies through campaigns, consultations and research initiatives
- A training and consultancy service aimed at promoting good practice among employers, service providers and policy makers

As a Disabled People's Organisation we aim to demonstrate good practice as an employer ourselves. We strive to provide a supportive and fully inclusive working environment which enables staff to flourish as well as maximise their talents through a range of opportunities.

We look forward to receiving your application.

Rhian Davies

Chief Executive



who we are

Disability Wales (DW) is the national association of Disabled People's Organisations (DPOs) striving to achieve rights, equality and independent living of disabled people in Wales.

DW promotes the adoption and implementation of the Social Model of Disability, which identifies that it is environmental, organisational, and attitudinal barriers that disable people and prevent their full participation in society not their medical conditions or impairments.

DW is an independent, not for profit organisation established in 1972 that receives grant funding from Welsh Government's Equality Division.

DW is managed by a voluntary Board of Directors drawn from disabled people active in local and national disability organisations across Wales. Most of our staff are disabled people with many years' experience working in both a professional and voluntary capacity for various disability organisations in Wales and beyond.

DW's unique role within Wales is being an umbrella organisation that champions the rights and equality of all disabled people regardless of physical or sensory impairment, learning difficulty or mental health condition. We recognise that many disabled people will have other identities which may result in intersectional discrimination.

DW engages member campaigns, consultations, research and policy development in order to influence the development of government policy and practice in respect of disabled people. We provide information, training and support to members across Wales through social media as well as conferences, seminars and events. DW identifies a strong and thriving network of disabled people's organisations as vital to achieving both effective and innovative national policy and local service delivery.

our aims

Mission

Our core role is to represent the views and priorities of members to government with the aim of informing and influencing policy.

- **Strategic Aim 1:** To influence policy and decision makers at all levels, through acting as an effective advocate for the views, priorities and interests of our members
- **Strategic Aim 2:** To develop and support the work of organisations managed and controlled by disabled people
- **Strategic Aim 3:** To lead and develop an effective, sustainable organisation and ensure sound and robust governance

Values

- The Social Model of Disability
- Equality, Diversity and Human Rights
- An Inclusive Society
- Self-determination
- Beacon of best practice
- Committed to achieving quality

social model of disability

Disability Wales promotes the adoption and implementation of the Social Model of Disability throughout our work and all staff are expected to develop in-depth knowledge and understanding of how to apply it within their particular field operation.

The Social Model of Disability was developed by disabled people and makes the important difference between ‘impairment’ and ‘disability’, defined as follows:

- **Impairment:** An injury, illness, or congenital condition that causes or is likely to cause a long-term effect on physical appearance and/or limitation of function within the individual that differs from the commonplace.
- **Disability:** The loss or limitation of opportunities to take part in society on an equal level with others due to social and environmental barriers.



Disability is shown as being caused by 'barriers' or elements of social organisation which take no or little account of people who have impairments. Society is seen to disable people who have impairments because the way it has been set up prevents us from taking part in everyday life. It follows that if disabled people are to be able to join in mainstream society, then the way society is organised must be changed.

Removing the barriers which exclude (and disable) people who have impairments can bring about this change. There are three main types of barrier facing disabled people:

- Environmental barriers: lack of access in and around the built environment including transport systems
- Attitudinal barriers: where disabled people are regarded as inferior, helpless, weak and vulnerable
- Institutional barriers: policies and procedures that prevent the full participation of disabled people within education, the work place and the wider community

Disability Wales is campaigning and working to remove all disabling barriers in Wales whether environmental, attitudinal or institutional.

For further information on the Social Model and Medical Model of Disability, please visit **www.disabilitywales.org**

employment opportunities

Posts designated as open only to disabled people

The Equality Act (2010) allows disabled people to be treated more favourably than non-disabled people. Furthermore if an employer can show that a particular protected characteristic is central to a particular job, it can insist that only someone who has that particular protected characteristic is suitable for the job. This would be an 'occupational requirement' (www.equalityhumanrights.com).

Through our Board and full membership, DW is an organisation run and controlled by disabled people. Given the barriers that face many disabled people in the workplace, DW seeks to offer employment opportunities to disabled people wherever possible. In some cases following a full review of the vacant post, we decide that it should only be open to a disabled person on the grounds of being an occupational requirement.

These include where the post holder will:

- represent DW as a Disabled People's Organisation to member groups and external bodies advocating our mission, aims and objectives and establishing partnerships and services that seek to implement these, and/or
- work directly with disabled people, both as individuals and through their representative organisations

In order to represent DW credibly in these arenas and develop proposals in line with the Social Model of Disability, it is deemed vital that the post holder is able to approach the role as a disabled person with first-hand experience of disabling barriers who understands how these should be addressed to achieve the rights, equality and independence of disabled people.

Am I a disabled person?

DW's definition of 'disabled person' is one who on account of having a physical and/or sensory impairment, learning difficulty or mental health issue faces barriers due to attitudinal, societal and/or environmental factors.

DW recognises that there are a range of disabling barriers within society that prevent many people from achieving full participation such as in education, employment or living independently in the community. These barriers may be access to the physical environment, information or communication, lack of support and flexibility, or negative attitudes and stereotypes. You may not identify yourself as a disabled person but if you have encountered any of these barriers or others in relation to a long-term health condition, injury or hidden impairment then you are eligible to apply.



where we work



DW's registered office is at:

Brydon House, Block B, Caerphilly Business Park,
Van Road, Caerphilly, CF83 3ED

The office is based on the ground floor of a modern building, close to public transport with access to car parking and an on-site canteen.

When we work

Standard Office hours at 9.00am – 5.00pm with a one hour unpaid lunch break

Some of our employees work non-standard hours – we have a number of part-time staff

Disability Wales recognises the importance of helping employees balance their work and home life and so we have a flexible working policy in place, for employees and for the organisation, to properly manage flexible working arrangements.

Equal Opportunities Statement

Disability Wales believes that everyone has the right to be treated with dignity and respect at work. We have adopted an equal opportunities policy which commits the organisation to fair, unbiased and objective employment practices and a work environment which is free of harassment and victimisation. It is the responsibility of every employee to assist the organisation in meeting this commitment.

For this reason, acceptance of and adherence to the organisation's equal opportunities policy form part of every employee's contract of employment.

Access to work

Access to Work is a scheme administered by Job Centre Plus that exists to help disabled employees fulfil their potential at work. It is accessible on a self-referral basis. Access to Work applies to any paid job, part-time or full-time, permanent or temporary.

If an employee has an impairment, disability, health or mental health condition that is likely to last for 12 months or more, Access to Work can give the employee and their employer advice, and support with extra costs which may arise because of specific requirements. For example, Access to Work might pay towards a support worker or equipment needed at work. It can also pay towards the cost of travel to and from work if the employee cannot use public transport.

The money can pay for things like:

- adaptations to the equipment an employee uses
- special equipment
- fares to work if the employee can't use public transport
- a support worker or job coach to help the employee in their workplace
- a support service if the employee has a mental health condition and the employee becomes absent from work or finding it difficult to work

- a communicator at a job interview
- the cost of moving equipment if there is a change in location or job

When you join

All new staff benefit from a full induction with their Line Manager and the team, as well as ongoing support and personal development.

Probationary Period

All our posts are subject to an initial probationary period. This varies according to the length and type of contract.



benefits

We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits to ensure that we fully support all staff no matter what hours they work.

We aim for our benefits to appeal to all Staff throughout the organisation and hope they make working at Disability Wales even better!

Benefit	Full Time	Part Time
Holiday – 25 days plus bank holidays and 3 days off for Christmas closure (pro-rata for part time) + an extra 2 days at spring and summer bank holidays	Y	Pro-rata
The Employee will be automatically enrolled into the Employer's pension scheme. DW Pension Contribution – 3%	Y	If minimum requirements met
Staff Group Employment Life Insurance while working at Disability Wales	Y	Y
Commitment to continuous professional development whilst at Disability Wales	Y	Y
Free yearly eye test and a contribution toward your glasses	Y	Y
Employee Assistance Programme	Y	Y
Childcare Voucher Scheme	Y	Y
Paid Compassionate and Emergency Leave in accordance with DW Policy	Y	Y
Free Tea and Coffee in the office	Y	Y
Kitchen which includes fridge, microwave, toaster and water machine		
Staff deliveries to the office	Y	Y
Free parking at DW Office	Y	Y

how to apply

You may either type or write in black pen to complete your application form. We strongly recommend that you:

- Complete all sections of the application form
- Study the Job Description and Person Specification carefully
- Include relevant examples to illustrate your knowledge, skills, experience and values
- State your personal contribution to work achieved

Ensure you proof read your application for any errors before submission.

Personal Details and Availability

Fill out this section accordingly making sure all contact details are correct.

Education and Qualifications

Ensure to include all relevant qualifications and level achieved.

IT Skills

Please provide details as requested.

Training

Please give details of any training courses you have completed.

Professional Bodies

Please state whether you are a member of any professional bodies, indicating your level of membership and qualification.

Eligibility to work in the United Kingdom

Please fill out accordingly. We are currently not able to support visa applications.

Employment History and Salary

Please start with your current or most recent employer and give a brief description of your main responsibilities of that role. These descriptions do not have to be very long as you will have an opportunity to expand on certain aspects in the Statement of Suitability section.

Please list all previous positions of employment and ensure you account for any gaps in your employment history.

Statement of Suitability

Outline any relevant skills, experience and training appropriate to this post.

As we shortlist against the criteria you should relate your application to the requirements set out in the person specification (providing examples). Please address each section in sufficient detail and avoid leaving any blank spaces. If you do not complete all of the sections, this may impact your likelihood of being shortlisted.

Give clear, short paragraphs that show how your experiences meet the criteria

Referees

Your referees should be your current or previous line manager, academic tutor or a volunteer manager if applicable. Do not give details of family, friends or colleagues.

We reserve the right to request to approach any previous employer if deemed necessary.

Referees will only be contacted after an offer has been made. We will confirm this with you before we approach your referees. If there is a problem with this then please contact us.

Equal Opportunities Form

Please be assured that this is not part of the application process and will be removed prior to the shortlisting process.

However, the data we obtain from these forms is analysed due to our commitment to equal opportunities and the information will help us to guide our recruitment strategies.

job **opportunities**