



Candidate Information Pack

Contents of Your Candidate Pack

Thank you for your interest in this opportunity to work with EDP.

This pack has been designed to provide you with more information and details about working for EDP.

Please read the pack and also browse our website at www.edp.org.uk prior to completing your application.

Within this pack you will find:

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Introduction to EDP

Our Mission

Our Mission is *'To open doors for people affected by substance misuse so they can improve their lives and those of their families and communities'*.

Our Values

Our Values drive the way in which we work together with one another at work, with service users, with partners and other providers, and with the wider community and stakeholders to achieve our mission. These are:

- ***Belief – We believe people can make it***

We firmly believe in everyone's potential. We know that people can and do make remarkable changes.

- ***Respect – How we work is as important as what we do***

We will treat everyone respectfully – whether they use our services, work for us or work with us. We are creative, curious and flexible

- ***Partners – We do it together***

We see partnerships as the key to better futures for people affected by substance misuse. We develop strong and meaningful partnerships with people who use our services, staff, other agencies, our funders, research bodies and our communities. We will ensure that our services are accessible to all.

- ***Ambition – We focus on recovery and outcomes***

We want a world where people are no longer blamed for their substance misuse, no longer socially excluded and are given support to take ownership of and rebuild their lives. We will call for more understanding, more compassion and more resources to make this happen. We will support staff and service users to keep learning and to set and achieve ambitious targets.

The Benefits of Working at EDP

EDP seeks ways to ensure that we reward and recognise the contribution that our people make to the success of the services we offer. Our current employee reward package includes:

- **Pay - Spot Salary system**

Each role has a set pay range, consisting of a min, mid and top pay spot. At the time of your offer, account will be taken of any relevant experience you have in determining your starting salary – so if you have sufficient relevant experience you can expect to be offered the mid or even the top spot. Salary levels are reviewed annually with the opportunity for individuals to progress to the next spot based on certain criteria.

- **Holiday**

As a new starter, you will have 25 days holiday per year, this increases with length of service to a maximum of 30 days per year. You will also benefit from 8 days of paid public or bank holidays in each calendar year. This means your total entitlement starts at 33 days per year, rising to 38 days per year. Employees are able to carry forward up to 5 days holiday into the following year (subject to written approval). Our holiday year commences on 1 April each year. Holiday entitlement is pro rata for part-time hours.

- **Working Hours**

EDP's normal full-time working week is a 35 hour week and your hours of work will be stated as part of any job offer paperwork. Hours of work, including start and finish times, will be in line with operational requirements. Details can be discussed at interview including any requirement for weekend working and/or call out. Breaks are unpaid.

- **EDP Pension Plan**

You will be eligible to join the EDP Pension Plan based on auto enrolment rules and arrangements after completing 3 months service. The scheme is run on a matched contribution basis with a current default/minimum contribution of 4% by employee matched by 4% employer and a maximum employer contribution of 6%. Further details will be available to you on joining.

- **Employee Assistance Programme (EAP)**

All employees have access on a 24/7 basis to a third party confidential advice and information service, including counselling support.

- **Life Assurance**

From your first day of employment, you are entitled to life cover at a level of three times your salary. This means that, should you die whilst employed by EDP, your family, or anyone else you nominate, will receive a one-off payment of three times your salary.

- **Sick Pay**

On successfully completing your six month probationary period, if you are absent from work due to ill health, you will be entitled occupational sick pay in accordance with the Sickness Absence policy.

- **Maternity, Paternity and Adoption Leave and Pay**

In recognition of the needs and demands of parenthood, we offer enhanced leave and pay arrangements for maternity, paternity and adoption based on length of service. Further details are in the Working Families policy or available from the HR team.

- **Cycle to Work Scheme**

You can join the cycle scheme and benefit from saving money by purchasing a bike using a salary sacrifice arrangement, with the additional benefits of supporting the environment and being healthier.

- **Eye Care Vouchers**

For staff that have completed their probation period and spend a lot of time working on a screen we offer a free eye test and a contribution towards glasses if needed.

- **Flexible Working**

Subject to operational requirements, EDP can consider requests for flexible working which enable you to achieve an appropriate balance between work and all other aspects of your lives. Flexible working can benefit you by offering possible solutions during life changes, such as the need for family or carer support, the possibility of reducing hours prior to retirement or a temporary arrangement during the recovery from an illness.

- **Other Leave – including Emergency, other Unpaid leave, Moving House Leave**

To enable you to better balance your work and home life, employees can access a variety of time off arrangements on either a paid or unpaid basis. This includes:

- Unpaid time off for a number of personal reasons, such as family emergencies, urgent domestic problems
- Paid leave for Jury service
- Unpaid leave is available for reasons including election as an MP or MEP, overseas voluntary service, or, exceptionally, if you wish to take time off work as a sabbatical or to take a career break.
- One day of paid leave for moving house.

- **Positive and Supportive Work Environment.**

In a recent staff survey (2021), 97% of our colleagues said they felt they had a good relationship with their team and in addition, 94% said they felt supported and valued by their manager.



Our Recruitment Process & How to Apply

Application

If you are interested in applying for one of our roles, please follow the instructions for applying in the advert. The application methods available are either:

- EDP Application Form.

Our Application Forms are available for download via our website and will be attached to the job vacancy.

We request that application forms are completed so that you have an opportunity to tell us more about yourself than a CV can. We recommend familiarising yourself with the Job Description and Person Specification when completing the Application Form, as this is your opportunity to tell us why you would be a great fit for position.

Once completed, Application Forms can be sent to us via **e-mail to** recruitment@edp.org.uk

Or by post to: Human Resources, EDP Drug and Alcohol Services, Basepoint Business Centre, Yeoford Way, Marsh Barton, Exeter EX2 8LB

- CV & Cover Letter.

If the role you are interested in requests a CV & Cover Letter, please ensure both are provided, as this will help strengthen your application and provide us with additional information your experience relevant for the role. For writing Cover Letters, in addition to explaining why you are interested in the role, we recommend reviewing the essential criteria in the Job Description and including any relevant experience or attributes you possess that make you a suitable candidate.

Shortlisting

When you submit your application these are anonymised by HR and then sent through to the interview panel for shortlisting. Shortlisting takes place after the closing date listed in the advertisement.

Your application will then be shortlisted by at least two members of the hiring team, including the manager of the role you are applying for. The panel will shortlist using a point scoring system and this is done against the 'person specification', therefore when you are writing your cover letter or answering the questions in the application form, you should be cross referencing these with the person specification.

Once shortlisted, the applications will be sent back to HR to arrange invites for those successfully through to interview stage.

What Happens Next?

Should you be successful at the shortlist stage, you may be invited to attend an interview or assessment centre. The HR Team will contact you to arrange the details of this, so please ensure your contact details are up to date on your application.

If you are subsequently successful in your application, prior to getting you started in your new role, your offer will be subject to successful pre-employment checks, including references, a DBS (to the appropriate level) and potentially prison vetting (dependent on the location of the role). EDP is committed to safeguarding and promoting the welfare of vulnerable adults and expects all employees and volunteers to share this commitment. Details of these checks will be specified as part of the vacancy details.

If you have any questions or would like an informal discussion about any of our vacancies, you can contact us at Recruitment@edp.org.uk, or by contacting Nikki Cuttridge, Resourcing Advisor, on 07525 796 329.

Best of luck with your application and we look forward to hearing from you soon.

