



## Recruitment Information Pack

**Charity: Frontline Fife Homelessness Services**

**Charity No. SC0 21832**

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### **1. About Frontline Fife Homelessness Services:**

Frontline Fife (FLF) is a mid-sized charity which works to end homelessness by taking preventative action and by assisting people to choose the life they aspire to.

We believe homelessness is everyone's responsibility and that all of us have the right to live securely and safely at home and be given equal opportunity and freedom to make informed life choices.

We aim to tackle the underlying causes and symptoms of homelessness and poverty through early intervention and prevention and by offering support to those in crisis and at risk of harm. Our work is founded on strength-based approaches. We accept everyone's life experiences can and should be harnessed and developed to realise lasting change.

All our services are either regulated under the appropriate governing body e.g. Care Inspector or are quality assured through formal accreditation schemes e.g. Scottish National Standards for Information and Advice Providers.

Services we provide include:

Housing Support	Housing Advice
Support to Care Leavers	In Court and Lay Representation
Addictions Recovery Support	Advice to Landlords
Emergency & Temporary Accommodation	Employability
Young People's Leaving Home Safely Education	Practice Research and Project work

We work independently, and in partnership with communities and other agencies/government. We were a founding member of the Fife Public Social Partnership for Short term Housing Support and Homelessness Services (PSP) and are a member of the Fife Employability Consortium (FETC). We are funded as a service provider by Fife Council and through other grant funders which include: the Scottish Government, Scottish Legal Aid Board, Fife ADP, and Corra Funding Award. We also receive donations through a number of independent community funders, all of which we are indebted to and wish to formally thank.

## **2. Our Core Values**

As a team, we strive to be professional at all times and are committed to upholding regulatory standards and core values. In everything we do, we will:

- I. work with efficiency
- II. have integrity
- III. be responsible
- IV. remain positive about our business, our service and our clients

## **3. Our Commitment to Inclusion:**

Frontline Fife actively promotes equal opportunity, diversity and inclusion. Frontline is an Equality Pathfinder organisation and is a Disability Confident Level 1 employer.

As a Disability Confident Employer, we are committed to supporting job applicants and staff with a disability or long-term health condition and have signed-up to the following commitments:

- I. Ensure our recruitment process is inclusive and accessible
- II. Communicate and promote vacancies
- III. Offer an interview to disabled people when the essential job criteria are met
- IV. Anticipate and provide reasonable adjustments as required for disabled people when applying for and doing their jobs
- V: Support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work

## **4. Where we are now?**

At this time and moving on from the pandemic, FLF are embarking on a new strategic path, incorporating all that has been learned on the ground over the past two years and with firm oversight of recent national and local policy developments in Homelessness, Housing and Health and Social Care. As part of this change, we are now embarking on a recruitment drive.

## **5. Current Vacancy(s)**

Please see our website for details of our current vacancies <https://www.frontlinefife.co.uk/about/vacancies>

## **6. Employee Benefits**

- 32 days annual leave per year with 1 day additional per year served up to 5 years (pro rata)
- Working Monday to Friday (9 to 5pm)
- Flexible and remote working arrangements.
- Competitive Employer/Employee Pension Contribution Scheme
- Business travel allowance
- Commitment to professional learning and development
- Free access to an employee assistance programme with confidential advice/counselling support.

- Discounts on lifestyle benefits e.g. Discounted Gym Memberships
- Blue Light Membership Scheme
- Where appropriate, welcome payment for SSSC registration fee and PVG check.

### How to Apply

To find out more about the post and to download an application pack, please go to: <https://www.frontlinefife.co.uk/about/vacancies/> Alternatively, e-mail [info@frontlinefife.co.uk](mailto:info@frontlinefife.co.uk) or telephone 01592 800430. Applications packs can be provided in an accessible format upon request. To apply for a post, please submit your application form to [shona.glover@frontlinefife.co.uk](mailto:shona.glover@frontlinefife.co.uk) by the closing date noted above.

For an informal discussion about the above role, please contact [info@frontlinefife.co.uk](mailto:info@frontlinefife.co.uk) stating your request.

Frontline Fife is a registered charity: Charity No: SC021832 and is committed to Equal Opportunities

