



The Additional Benefits of working for Eden Housing Association

**-Information
For
Job Applicants**

Who we are.....

Eden Housing Association is a successful medium sized independent registered provider of affordable homes with a rural focus.

We were established in 1997 following the voluntary transfer of Eden District Council's housing stock.

We now operate across North Cumbria and own or manage around 2000 homes for affordable rent or sale. We act as managing agents for Mitre Housing Association, Allonby Almshouses, Lowther and District Housing Association and Lyvennet Community Trust.

During the lifetime of our Corporate Plan 2017-2018 'owning our future' we will work to achieve five key goals:

1. Developing more high quality and desirable affordable homes.
2. Providing accommodation and support to achieve / maintain tenancy sustainability, independence and choice.
3. Providing support to enable people to remain safely in their own homes for longer.
4. Working together with others to enhance the local economy and neighbourhood.
5. Demonstrate value for money in achieving our goals within our rural operating environment.

Our homes are generally located in areas of strong housing demand and relatively high market values. Most of our homes cater for general family needs, with around 10% specifically designed for older people. We also operate 3 extra care schemes, including our flagship 60 unit mixed tenure Heysham Gardens, Carlisle (the first mixed tenure extra care facility in Cumbria) and a number of sheltered housing schemes across Eden. Alongside the routine management of our housing stock, we are also proud to offer the Eden Independent Living and North Cumbria 24/7 community alarm and responsive service. To compliment these services, we provide specific needs support for our more vulnerable residents through our Independent Living Team actively working with specialist partners.

Tenants and residents are at the heart of everything we do, and a range of opportunities are offered and continually refreshed for local people to get involved with our work.



Association Offices, Blain House, Penrith

“We value and invest in our employees, it is part of our Corporate Objective’s”.

At Eden Housing Association we are committed to providing our customers with the highest quality of service.

Flexible and Friendly

We believe that the key to achieving this is to recruit enthusiastic, highly talented people, and to provide them with a friendly, flexible and supportive working environment, which enables them to excel in their career and maintain a balanced home life.

We want to help the people who work for us to develop both the skills they need in their current roles and the abilities to fulfil their ambitions for the future.

Rewarding Success

As well as helping employees increase their skills, we recognise that it is also important to reward them for their contribution to our success. We offer a competitive salary and range of benefits, and you can find further information in this booklet.

All our employees also have the chance to contribute to the way our organisation is managed; through team meetings, our regular staff survey and through consultation as required.

We are committed to promoting equality and diversity in employment and welcome applications from all sections of the community. If you require any information about working for us in large print, Braille, on audiotape or in other languages, or if you have any questions, please contact our HR team at HR@edenha.org.uk or call 01768 861400.



Rewarding employee success

Why work for EHA?

Some of the benefits of working for EHA include:-

Work Life Balance

EHA recognises that at all stages of our lives we work most effectively when we are able to successfully combine and achieve the right balance between work, caring or family responsibilities. EHA is committed to introducing, implementing and regularly reviewing policies that will enable employees to achieve this balance, benefiting both us and you.



Childcare Vouchers

The Association offers a Childcare Voucher scheme, through which employees can purchase Childcare Vouchers through salary sacrifice. The vouchers are exempt from tax and NI contributions up to a statutory value per week. They can be used to pay for the care of children up to the age of 16, including after school clubs and holiday schemes as well as nursery provision.



Annual Leave / Flexible Working

As well as 24 – 32 days paid Annual leave per year, plus statutory bank holidays, EHA offers a flexi system, which enables you to work flexibly between 7.30am - 10.00pm (Subject to the requirements of the post and agreed Core Times by managers to suit business needs). Such accrued flexi time can be used to take a little time off work, to enable you to start a little later or finish early. In addition, your time can be used to take a maximum three days Flexi Leave during an eight week period.



Enhanced Maternity/Paternity/Adoption Benefits

Employees taking any of the above are normally entitled to receive enhanced Association pay in addition to statutory pay.



Employee Consultation

All employees will be consulted where there is a statutory right to do so on aspects affecting their employment. Where/when required the Association will use appropriate group consultation meetings, consisting of elected staff representatives, for the purpose of consultation and negotiation between management and employees.



Dependants Leave

In addition to the statutory entitlement, the Association will allow up to 5 days (pro rata for part time employees) paid time off for dependants in each annual leave year.

Personal Development / Induction

Comprehensive Internal Training

A wide variety of internal training including E-learning packages that are available and provide training on numerous areas including Customer Care, Equality & Diversity and Time Management. Many other training activities are hosted throughout the year.

Study Support Programme

EHA offers a professional study support programme which covers study, training, courses, materials and examinations.

Induction

During the first few months of employment, we will provide you with an induction programme to help you develop an understanding of our business and ways of working. As well as receiving the necessary training specific to your job, you will also have the opportunity to meet colleagues from all areas of the Association to help you gain an understanding of how your job interacts with others.

Professional Subscriptions

The Association pays subscription fees for employees who are a member of a relevant professional body.

Financial

Pension Scheme

All eligible employees/workers have the opportunity to join a pension scheme. From the 1 July 2014 all new eligible staff and eligible existing staff will be automatically enrolled.

Car Allowances

All employees who use their personal car to travel on Association business receive a mileage allowance. Employees also have use of the Association's pool car as required.

Lifestyle



Employee Support Services

The Association provides access to a confidential Counseling Service Helpline, which is available to all employees and to any member of their immediate family. The service provides support and advice on a wide range of personal and work related issues.



Eye Tests

If your work involves regular use of a computer, we will pay for you to have your eyes tested on a regular basis. In certain circumstances we will also pay a contribution towards the cost of new glasses.



Discount Scheme

Access to a top discount scheme where savings can be made on everyday retail Purchases, Hotels, Car Hire, Holidays etc



Gym Membership

We have teamed up with the local leisure centre in Penrith, to offer employees 25% discount off a full membership (Subject to Availability).



Discounted Legal Advice with Burnett's Solicitors

As a business client of Burnetts Solicitors, employees have access to Burnetts legal services at a specially discounted rate.

The legal services are wide ranging e.g. family issues, conveyancing, wills, etc. giving access to a qualified lawyer and the first 30 minutes of any advice given as part of the scheme is free.

Rewards and Recognition



Long Service Awards

We have a long service award scheme in place.



Recognitions scheme to recognise hard work and extra effort

We have an 'Above and Beyond' award scheme, where recognition is given to colleagues who, in the view of the Executive Team, have made the greatest impact for customers, internal or external.



Tic Code Awards

This scheme recognises staff who have demonstrated the key values and principles of the Association over a 12 month period.

Completing your Application Form

In order for us to select the best candidate for an interview, we must have evidence of the skills, abilities, attitude and experience that match those outlined in the Job Description Competency Profile and Person Specification. The evidence you provide must demonstrate your competence to carry out the role for which you are applying.

The Job Description is designed to help you to complete your application form. You should use this to provide examples of how you meet the criteria listed in the competency framework/person specification. We only shortlist those who show they meet our requirements.

Please apply for all vacancies using the “apply for this job” tab on our website www.edenha.org.uk on the careers page. However if you cannot complete online, please download the attached Application Form and return to the HR team,

The Selection Process

We may use a variety of methods to select the right candidate, including but not limited to interviews, psychometric tests, presentations and assessment days. Methods chosen will be at the Associations discretion and in line with the post. More senior roles are likely to involve a greater number and variety of assessment methods

If you are invited for an interview or to come to an assessment day we will contact you with details of the time, and place. The Interview date will usually be detailed in the advert. The intention is to give you the opportunity to show you are suitable for the job. People who have been trained in interview skills will carry out the interviews.

We guarantee an interview to all suitably experienced applicants with disabilities. If you have a disability please let us know if there are any arrangements that could make your visit more comfortable.

Finally.....

Don't forget to review your submission before you return it to us. Make sure you have included relevant points you wish to raise in your application.

If you have any questions regarding the recruitment exercise please do not hesitate to contact the HR Team. Please contact us also if you require us to provide this information in large print, Braille, audiotape, or in another language.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান অথবা যদি আপনার একজন ইন্টারপ্রেটারের প্রয়োজন হয়, তাহলে দয়া করে আমাদের সাথে যোগাযোগ করুন।

本文件可以翻译为另一语文版本，或制作成另一格式，如有此需要，或需要传译员的协助，请与我们联系。

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

Bu belgenin Türkçe'sini edinmek ya da Türkçe bilen birisinin size yardımcı olmasını istiyorsanız, bize başvurabilirsiniz.

Good luck with your application and thank you for the interest you have shown in working with Eden Housing Association.



John Clasper, Chief Executive