

CHANGE JOBS
CHANGE LIVES



The Big Life group Graduate Trainee - BAME Candidate Briefing Pack



CHANGE JOBS CHANGE LIVES

Introduction

Thank you for your interest in this exciting opportunity with the Big Life group.

We are looking for candidates who are BAME, at an early stage in their career, have talent, and a commitment to learn in a job which is worthwhile.

We are proud of our diversity (29% of staff are BAME) and we value lived experience (40% of staff have experienced mental health problems). Succession plans have identified a diversity gap in our middle managers, and this programme is one element of our plan to address it.

We can promise that it will never be boring working in the ever changing world of social enterprise and changing lives. You will be required to have a level of resilience and be able to work effectively with uncertainty.

We are very proud of the work we do and are looking for someone to join our team who is committed to our values and able to grow their leadership internally and externally.

Our business plan is ambitious and our resources constrained – so we are looking for someone with drive and ambition to help us deliver it.

[Business Plan 2017-20 - summary](#)
[Business Plan 2017-20 - full version](#)

We look forward to receiving your application.

Yours sincerely

Fay Selvan
Group Chief Executive
The Big Life group



We provide first class treatment to people who usually receive third class services



CHANGE JOBS CHANGE LIVES



The Graduate Programme

You will be employed as a member of staff for a fixed period of two years, during which time you will undertake a number of placements in different service areas within the Big Life group.

You will have the opportunity to input into the placements that you undertake, but we will aim to challenge and stretch your current skill set. Examples of projects that could be undertaken include:

- Project Manager for transition to Cloud based ICT system
- Developing research strategy and implementation plan
- Co-ordinating production of materials for our nursery and school wellbeing curriculum
- Developing quality framework and evaluation of our online community training

Throughout your two years you will be mentored by a member of the Executive Team and receive line management supervision from a Director. For each project you will have a placement supervisor.

Graduate trainees will be supported by an external coach and have a tailored Personal Development Plan to help you develop your skills. You will be able to undertake post graduate apprenticeship qualifications or certificates alongside Big Life internal training.

There is no guaranteed job at the end of your programme, but we will support you to apply for any suitable vacancies during your two years with us.

Application Guidance

Application Form – use the personal statement section to give examples of how you have demonstrated the competencies we are looking for. You should demonstrate how you meet each point on the person specification. Your examples can be from any area of your life – personal, voluntary, work or academic.

Terms and Conditions

Salary: £23,000 per annum
Contract: Fixed two years
Location: Manchester
DBS: Full

If you have a criminal record, this will not automatically exclude you. You will be required to travel, and work flexible hours.

Person Specification

Qualifications:

- Educated to degree level or equivalent. We are not looking for any particular discipline. We are open to candidates from a variety of fields, so long as you are committed to what we do.

Personal attributes:

- Commitment to Big Life Values
- High level of self-motivation and drive
- Ability to work autonomously and in a team
- Good communication skills
- Ability to influence
- Credibility

Competencies:

- Sees projects through to completion
- Monitors project outcomes and adapts plans as achieved
- Seeks feedback and takes corrective action.
- Gives direction to others and prioritises their own and others work.
- Sets work tasks that align with strategic objectives and communicates expected outcomes.
- Gathers and investigates information from a variety of sources and explores new ideas
- Ability to identify critical issues which may impact on success
- Presents logical arguments and draws accurate conclusions
- Identifies barriers and risks, and weighs up alternative options
- Responds flexibly to change and uncertainty and supports others to adapt
- Values specialist expertise and the knowledge/skills of others.
- Developed and managed a budget

CHANGE JOBS CHANGE LIVES

Overview

Big Life is in the business of changing lives, creating opportunities for people who have the least.

We deliver a range of services in Health and Well Being, Skills and Employment, Children and Families. Most of our income is from delivering public services such as schools, children's centres, employment, drug and alcohol and mental health services. The rest of our income is from trading such as producing and selling the Big Issue North, and fees from our nurseries.

We work according to the **Big Life Way**:

- We offer more than just first class education and childcare. We support the whole family from birth onwards. We offer volunteering, training and work opportunities; and programmes to develop health and wellbeing.
- We do more than just work with people to improve their physical or mental health. We help people look at everything affecting their wellbeing – from employment and housing to family and money issues.
- We don't just move people into work. We help people look at everything that will enable them to find and stay in a job – from family, relationships and money issues to health and skills.

We start where people are at, and support them to get to where they want to be.

Some people are born with opportunity all around them. They enjoy financial and emotional security, good schools and belief in themselves. Others have never had these things.

Application Process

For an informal conversation with the Chief Executive please email:

Emma.eaton@thebiglifegroup.com

Applicants should complete an application form available to download on our website at:

www.thebiglifegroup.com/jobs

Closing date: Friday 29 March at 5pm.

If you are shortlisted you will be invited to interview on either **16 or 17 April 2019**. Please reserve the whole day. Interviews will be a mixture of group work, tests and formal interview.



CHANGE JOBS CHANGE LIVES

Our Values

It is not just what we do, it is how we do it that makes a difference. All our businesses share the same values:

Thoughtful

We will reflect on all that we do. We take time to consider how effective we are and how we can be better. We do not react to circumstances, but proactively work to achieve our vision.

Creative

We look for new ways to do things and always question what is 'accepted'. We seize opportunities and look for new solutions.

Courageous

Sometimes the people we work with are blamed as the problem in society. We will defend their right to first class services and opportunities to change their lives.

Valuing Difference

We strive to find the unique qualities, gifts, insights, skills and perspectives that different people offer.

Inspiring

We will inspire people to change their lives, their businesses and their communities.

Honest

We are honest with ourselves and with others. We want to build on our strengths and learn from our weaknesses because our clients deserve the best.

