

Dear Applicant,

The Health Foundation Application Pack

Thank you for your interest in the Health Foundation. In this application pack, you will find the following documents:

- Supporting Statement Guidelines
- Application Portal Guidelines
- Basic Organisational Chart
- Statement of Benefits
- Diversity Policy

Please apply online via our website and online application portal. This system allows you to register for a candidate account in order to submit and track your application. You will also be able to update your information online with ease for any future submissions or applications.

Please ensure you have collated all of the required application materials to complete your application in one sitting – you are not able to return to complete the application at a later stage.

In exceptional circumstances, we may accept applications via an alternative method. If you are unable to use the online system to apply for a post, for example, you have a disability; please contact the HR Team to discuss alternative methods of applying for a vacancy.

Regrettably, we cannot accept any applications received after the closing date stated on the advertisement. Please note that only complete applications will be considered.

We hope that you will find it easy to apply for this vacancy and we look forward to receiving your application. However, if you do have any queries about submitting your application, please contact the HR Team by email to humanresources@health.org.uk or by telephone on 020 7257 8000.

Please note that due to our limited resources, we are unable to provide feedback to candidates who are not invited to interview.

Yours sincerely,

Human Resources Team

Supporting Statement Guidelines

It is important that you read and follow these instructions.

All applications must be accompanied by a comprehensive supporting statement.

We shortlist applications specifically against the Person Specification (attached to the job description): Applications which do not specifically address each of the requirements listed under the two sections '*Knowledge and Experience*' and '*Skills and Abilities*' will not be shortlisted.

- Please open your supporting statement with a brief summary of the reasons why you would like to work for the Health Foundation.
- Using each of the bullet points listed in the Person Specification under '*Knowledge and Experience*' and '*Skills and Abilities*' as a separate heading, please provide a brief but specific example of how you feel you meet this criteria.

We recommend that you contain the length of the supporting statement to 3 pages of A4.

Application Portal Guidelines

Please note: our recruitment system is compatible with MAC OS (Apple) only when you are using Safari. IE 9, 10 and 11 are supported on Windows, as are Chrome and Firefox.

Only fully completed applications will be accepted, therefore please ensure you submit the following:

- Information requested upon initial application (see below for full details)
- An up to date CV
- A comprehensive Supporting Statement

Completing the online application process

1.0 Email Registration

If you have not done so previously, you will need to register as a candidate on our website. Please provide your contact email address (this will be your user name for future access) and create a password. Please note that this is different to your website account (if applicable).

Candidates that have previously registered as an applicant can log in using the above details. There is a link on the website in case you have forgotten your password.

2.0 Your information

Personal details

Please complete the fields provided with your up to date contact details – mandatory fields are marked with a red asterisk.

You will be asked to confirm whether you are authorised to work in the UK and also to provide your National Insurance number as proof of this at application stage. Further evidence will be requested should be invited to interview.

Equality and diversity monitoring

Please complete this section using the drop down options – the option 'prefer not to say' has been made available to those not wishing to disclose personal information.

Please note: The information contained in this section will not be seen by any person involved with the selection process.

3.0 Uploading your CV and Supporting statement

Documents should ideally be in Microsoft Word or PDF format, however files can be uploaded in any of the following formats: DOC, DOCX, RTF, PDF, TXT, or HTML.

To upload your CV, click the 'Add Resume' button, then use the browse function to locate your CV attaching this to the 'Resume' section. Next, upload your Supporting Statement by selecting 'Add Attachment' and browse to locate your Supporting Statement.

4.0 Other history

Training and memberships

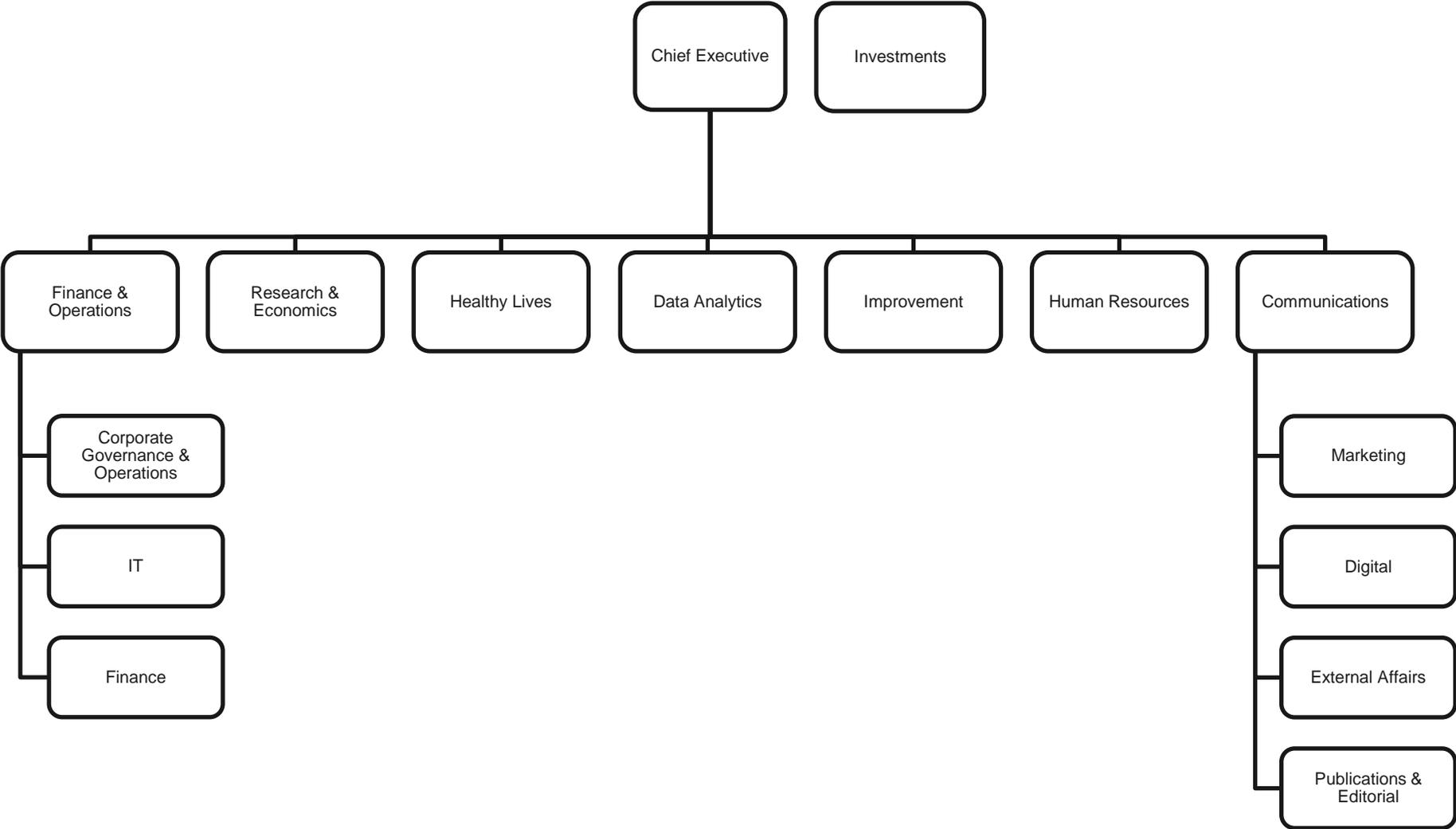
Please provide details of:

- Any professional qualifications gained (i.e. CIPD, ACCA, CIMA etc.)
- Any previous training which you feel is relevant to your application / the role you are applying for
- Details of membership to any professional bodies (such as CIPD; BPS)

5.0 Candidate sign off and declaration

Please insert your e-signature (your full name) to give your permission regarding data protection and declare that all information provided in your application is correct.

Basic organisational chart



Statement of benefits

| LEAVE | |
|--|---|
| Annual leave / statutory leave | 25 days holiday a year (with up to 3 additional days per year when the office closes at Christmas) plus statutory holidays |
| Flexi Annual Leave | Employees have the opportunity to buy or sell up to 3 days' annual leave (in addition to the standard leave entitlement). |
| Enhanced maternity and adoption policy | After more than 1 year of service SMP is enhanced to 100% of earnings for first 6 weeks, 50% of earnings + lower rate SMP for next 20 weeks and lower rate SMP for next 13 weeks |
| Enhanced paternity policy | Payment for up to 2 weeks' statutory paternity leave enhanced to full pay for period of leave |
| Parental Leave | After more than 1 year of service an employee who has, or expects to have, parental responsibilities for a child (including an adopted child) has the right: to 13 weeks' unpaid leave for each child |
| Time off for dealing with dependant emergencies | Up to 5 days' unpaid time off to deal with an emergency involving a dependant, e.g. relating to illness, injury, birth, death, a breakdown in care arrangements or an accident involving a child during school hours, can be given at line manager's discretion |
| Compassionate Leave | Up to 5 days' paid compassionate leave can be given at line manager's discretion and depending on individual circumstances (with the exception of the death or serious illness of a partner or very close relative. In these cases discretion will be used to the amount of leave given) |
| Study Leave | Maximum amount of examination and assessment leave in any one year is 8 days' paid leave |
| PENSION | |
| Contributory pension scheme | Defined contribution scheme, with the Foundation paying double the contribution from employees (up to a maximum contribution by the Foundation of 10%). Contribution arrangements via salary sacrifice also available. |
| SICKNESS, HEALTH & WELLBEING | |
| Travel insurance | Personal travel insurance for employees and family members (taxable benefit) |
| Enhanced sick pay scheme | The Foundation provides an occupational sick pay scheme to employees. |
| Income protection | Payable after 26 weeks' continuous sickness, or disability |
| Life assurance | 6 x annual salary payable to employees' nominated beneficiaries on the event of their death |
| Employee assistance programme | The EAP is a free, confidential, independent employee service offering information, support and assistance. Access to the services provided by the EAP is available to all staff, their family members, partners and significant others. Information and practical help is available from professional qualified specialists on many issues including, finance, legal matters, careers & work issues, family life and counselling |
| Subsidised gym membership | Premier membership cost of £79. The Foundation pays £52.67 per month (i.e. two thirds of the cost) |

| | |
|---|---|
| Eye tests | The Health Foundation will pay, or contribute a maximum of £25 towards, the cost of an annual eye test for any staff who use computers regularly as part of their work. The Foundation will also contribute a maximum of £60 towards the cost of any new glasses or lenses prescribed for general use if that includes working at a computer |
| FLEXIBLE WORKING | |
| Flexible working hours | Most staff at the Foundation have a contract that requires 37.5 hours of work per week; our approach to working hours is to seek a balance between the needs of the Foundation, the team, manager's requirements and the individual employee's needs |
| Time off for medical appointments | Where time out of work is required to attend medical appointments the individual would be expected to 'make up' the time at a later date e.g. by staying later or coming into the office earlier on the day following the appointment |
| TRAINING AND DEVELOPMENT | |
| Professional development | The Foundation provides funding for job-related development |
| Corporate learning and development | We also provide corporate learning and development which addresses the wider learning needs associated with our corporate business objectives |
| TRAVEL | |
| Season ticket loan | Interest free season ticket loan up a maximum of £10,000 (including car park costs) is offered to staff who have passed their probation and is paid back over 10 monthly instalments |
| Cycle to work scheme | The Cycle to Work scheme allows staff to benefit from obtaining a tax free bike and accessories for use on their journey to work by salary sacrificing the cost over a 12 month period |
| OTHER | |
| Organisational staff day | A day held for all staff once a year to help employees reflect, share learning, experiences and help in strategically shaping our future. |
| Childcare Vouchers | Childcare vouchers can be purchased by staff members through a salary sacrifice scheme, free of tax and national insurance up to the value of £55 a week, or £243 a month. The vouchers can be used for nursery fees; after-school clubs; holiday play-schemes, and childminders. Our voucher provider is Accor Services. |
| Payroll Giving charity donations | Payroll Giving is a scheme to enable individuals to give to charity via their payroll. The Health Foundation will match staff donations up to a limit of £200 per month. Amounts deducted from salary are not taxed i.e. giving the employee tax relief on monthly pay. The administration charge levied by Charitable Giving is met by The Health Foundation |
| Social Club | Subsidised social events including Christmas party |

Diversity Policy

Our Commitment

The Health Foundation is committed to embracing diversity by promoting and sustaining an open, inclusive and supportive environment. This will help people to make the most of their particular qualities and skills and to achieve their full potential in line with their abilities and aspirations.

The Health Foundation will make sure that people are judged on their ability and potential, not on their background and situation. We will seek to treat people fairly regardless of gender, race, nationality, ethnic or national origin, religious beliefs or practices, political beliefs, sexual orientation, gender identity, disability, age, family/marital status, social background, pregnancy or maternity or adoption status, caring responsibilities, spent criminal convictions and trade union affiliation.

We appreciate that these differences will contribute to different experiences of life, attitudes, values, and ways of thinking and communicating. These different perspectives can make a valuable contribution to the Foundation's work.

Scope

This policy applies to all our relationships within and between our staff, our Board of Governors and the external stakeholders with whom we work.

Key Aims

Our key aims in embedding the principle of diversity are to:

- Promote and maintain an inclusive and supportive work environment, which affirms the rights of individuals to be treated fairly and with respect and enables them to fulfil their potential. We undertake to recruit, develop and retain the best staff by valuing the varied skills and experiences they bring to the Foundation. We invest in staff development, treat staff fairly and equitably and encourage an honest and open culture which values the differences between us.
- Develop policies and practices in employment and in making awards, which make our values and expectations clear and deliver fairness and consistency of approach while at the same time valuing individuality.
- Make sure that staff are aware of their rights and their responsibilities as employees of the Foundation in relation to diversity. It is the responsibility of everyone at the Foundation to sustain a culture and approach to our work that supports the principle of diversity.
- Encourage staff, recipients of our awards and those offering technical assistance associated with our programmes, to value and proactively support diversity.
- Ensure that the principle of diversity underpins the Health Foundation's organisational values, ways of working and management competency framework; which are as follows:

Values

We are independent

- bold and confident to take risks and make our voice heard
- following our instincts to set our own agenda
- trusted to provide a safe place for thinking.

We collaborate to make a great impact

- achieving more when we work with others as a force for good
- listening to people and valuing their strengths
- building supportive relationships and networks to catalyse change.

We are informed by evidence and experience

- carrying out research and analysis and gaining insight from those at the frontline
- generating knowledge through leading edge techniques and learning from others
- speaking with conviction about what we know works.

We bring a spirit of constructive challenge and an open mind

- encouraging fresh thinking and new ideas
- asking the right questions and stimulating high quality debate
- acting as a critical friend and welcoming different views.

Ways of working

Taking responsibility: being proactive and constructive

Linking our contributions: working productively together

Clear communication: engaging others.

Updated: Kellie Moohan

Approved by: Patsy Mills

Last updated: November 2017

Document review date: November 2017