

## Information For Job Applicants

### The Riverside Group

The Riverside Group is the parent company of a number of housing associations across England with over 50,000 properties and a combined turnover exceeding £175 million. We are a non-charitable umbrella group for a number of housing associations including:

Riverside Housing Association Ltd  
Community Seven Ltd  
Berrybridge Housing Ltd  
Bowlee Park Housing Association Ltd  
Carlisle Housing Association Ltd  
Lee Valley Housing Association Ltd  
Riverside North East Ltd  
English Churches Housing Group

The Riverside Group was born in 1928 as Liverpool Improved Houses. Over the last eight decades we have evolved and grown, developing new products and services in response to the needs of our customers.

Our aim is to become a leading regeneration agency delivering quality homes and thriving communities. Our activities are widespread and in addition to housing include providing community facilities and job and training opportunities.

New companies have recently been added to the Group as a result of mergers and the transfer of housing from local authorities.

### Our Vision and Values

We value:

- Customer involvement and partnership working, which means *working together*
- Tenants, residents, staff and diversity, which means *respecting the individual*
- Affordable, aspirational homes, innovation and enterprise, which means *challenging the conventional*
- Regeneration expertise, efficiency and effectiveness, determination and conviction, which means *going for it and sticking with it*

The vision of The Riverside Group is to be the foremost social purpose regeneration company

- Committed to providing affordable homes to which people aspire
- Working to create lasting local success

### Code of Practice

To ensure that applicants are treated fairly, we operate a code of practice for recruitment and selection. The Riverside Group is committed to equality and will appoint the best candidate for all posts.

In the interest of good practice and equal opportunities, we continually look for ways to improve our services and how we advertise and fill job vacancies. We have a strong commitment to training and developing staff. We also provide access to our buildings for disabled people, and we monitor our employment and service delivery to make sure we maintain quality and equality.

### Working for Us

We appreciate that traditional ways of working could have discriminated against some sections of the community. To allow Riverside Group employees to enjoy a full and active role in the workforce, we provide the following:

- Extensive training opportunities
- Day release for some posts
- Part-time work where appropriate
- Flexible working hours
- Company sickness and maternity and paternity schemes
- Staff development initiatives

### Positive About Disabled People

The Riverside Group is a disability symbol user (two ticks symbol). The symbol is a recognition awarded by JobCentre Plus to employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people.

## Completing your application form

### Person Specification

In order to choose candidates for interview, we must have evidence of the skills, abilities and experience that match those outlined in the person specification. This will help to demonstrate your competence to carry out the tasks outlined in the job description.

The person specification is designed to help you complete the application form. At the interview you may be asked to carry out some practical exercise or test. We only shortlist those who show they meet our requirements.

You should provide examples of how you meet each of the requirements listed on the person specification, this will help you demonstrate your suitability for the position you have applied for. Your examples should tell us what you did rather than what the team did and give examples of how you demonstrated a particular skill, rather than simply stating that you have it.

**Remember** – the information you give on the application form helps us to decide whether to invite you to interview. You can only use the application form for the advertised job. We want you to give evidence that you are suitable for the job. This evidence is likely to come from your previous job experience, but it could also come from things you have done at home, school or college, in a hobby or unpaid work. If you are involved in community matters, you may be able to talk about your successes in team working and communication.

When completing the application form please write clearly and as neatly as you can. Use a black pen as this shows up best when photocopying. If you have a disability that means you are unable to write, please feel free to use a typewriter or other such equipment or have another person complete the application form, in your words, on your behalf. You can also fill in an application form online.

Use the spaces provided to give the details we ask for. Do not send your curriculum vitae or work history separately.

### Criminal Records Bureau (CRB)

As an employer within the social housing sector we have a duty to protect vulnerable members of society. We therefore undertake personal disclosures for certain posts on potential staff before appointment. A criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

### Interviews

If you are invited for interview we will write to you with details of the time, date and place. We will aim to make it as constructive as possible. 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 disabled candidates. If you are disabled please let us know if there are any arrangements that could make your visit more comfortable. This could be car parking near the entrance, whether you need a sign language interpreter to be present, or if you have a preferred type of seating arrangement or any other arrangements we should make to take account of your needs.

If you are successful at your first interview, we will normally ask you to come back for a second interview as a shortlisted candidate. We will decide whom to appoint after all interviews are completed.

If you are not shortlisted or offered the job, you can ask us for constructive feedback on your performance.

### Finally

Don't forget to review your application form before you return it to us. Make sure you have included all the relevant points you want to include in your application. If need be, you can request an additional application form or go to our website [www.riverside.org.uk](http://www.riverside.org.uk) and download a replacement.

Good luck with your application and thank you for the interest you have shown in working with The Riverside Group.