



Highland Home Carers

Application Pack

Thank you for your interest in Highland Home Carers and the Service Administrator role.

This application pack includes:

1. Information on Highland Home Carers
2. Job Description and Person Specification
3. Terms and Conditions
4. Details on the selection process and how to apply

SECTION 1: Highland Home Carers

Who We Are

We were founded in 1994. Since then we have grown to become one of the major independent providers of home care and support services in Scotland. We currently employ around 400 staff and have a financial turnover of over £8 million. Our company has been owned by our employees since 2004. The business is overseen by a board which is made up of four executive directors, three elected employee directors and three non-executive directors.

Our Mission

As an Employee Owned organisation, we each and all have a personal commitment, and are driven, to provide flexible, high quality care and support, promoting people's independence.

Our Vision

Highland Home Carers aims to be Scotland's leading social care organisation, improving the lives of people that we support, their families / carers, and communities.

Our Core Values

- Excellence
- Responsibility
- Respect
- Integrity
- Compassion
- Collaboration

Employee Ownership

We are Scotland's largest employee owned business.

Employee owned businesses are totally or largely owned by their employees. The economic contribution of employee ownership to the UK economy is significant and is growing. Employee ownership delivers 4% of the UK's GDP each year.

Research shows that employee owned businesses achieve higher productivity and greater levels of innovation and are more resilient to economic turbulence. They also have more engaged, more fulfilled and less stressed workforces.

We are regulated by the Care Inspectorate and currently have a Grade 4 & 5 ratings but we aspire to achieving Grade 6 in all areas.

Further information can be found on our website: <http://highland-home-carers.co.uk/>

Our Services

We provide a range of services for older and vulnerable adults in Inverness and the Highlands. This includes:

- Care at Home
- Support Work
- Housing Support
- Independent Living Services

Section 2: Job Description and Person Specification

The role of Service Administrator is a crucial role in relation to the future of Highland Home Carers. The key qualities and experience we are looking for are detailed in the Job Description and Person Specification which is attached.

SECTION 3: Terms and Conditions

Salary for this role is £19,500 per annum. We also offer a contributory pension scheme and the benefits associated with an employee owned organisation that includes share distribution and profit share payments.

We offer 6.2 weeks holiday each year and a company sick pay scheme.

We support all employees by providing free and confidential access to an Employee Assistance Programme run for us by Validium.

This role will be based from our office in Inverness. However, you may be required at times to work from other locations or attend team meetings.

SECTION 4: Details on How to Apply

To apply, please complete a Highland Home Carers Application Form, together with a Supporting Statement outlining why you are interested in the role and how you meet the person specification.

Please include the names of 2 referees (they will not be contacted without your permission) Applications should be sent to recruitment@highlandhomecarers.co.uk by Sunday 1st August 2021.

Selection Process

Shortlisting is scheduled to be completed immediately after the closing date, followed by a virtual stage 1 interviews to be held week commencing 2nd August 2021.

Further details about the process will be provided to candidates who are short listed.

Applicants will be asked to provide evidence of their eligibility to work in the UK.

Further Information

Further information can be provided from our HR Department by contacting them at recruitment@highlandhomecarers.co.uk or 01463 241196.