

Dear Applicant,

December 2020

Many thanks for your interest in applying to Into Work.

You will have three documents in the recruitment pack:

1. This letter
2. Job Description/Person Specification
3. Application Form

We support disabled people and people with long term health conditions to find and sustain great jobs. Into Work's roots are in the social model of disability, we believe people are disabled by the barriers in society, not by their impairment or difference. Therefore, we also provide services to employers to help them improve the equality and diversity of their recruitment and employment practices. We are committed to inclusion and uphold a strong person-centred culture.

Into Work's main office is situated within a building called Norton Park. Norton Park is a converted school building with 30,000 square feet of office space over 3 floors housing 20 charities that collectively employ over 350 staff. This sharing of experiences and resources between different charities is one reason why it is such a fantastic supportive environment to work within.

Into Work's Norton Park office is spread over two ground floor rooms, near the main entrance and reception area. Our office size is 1,053 square feet and open planned. We currently have 14 staff that are based in Norton Park offices but there are usually less people than that in the office at a given time because of people's working days, client meetings and other activities that take place out with the working office.

As the ceilings are high in the building, we have had space to install a mezzanine level in one of the rooms which has space for 5 workstations (and 9 workstations are based on the ground floor).

The open plan office is a fantastic way for all of us to support each other and there is always someone available and ready to help you out. The atmosphere in the office is a very nurturing and collaborative. And most importantly there is a very high chance of chocolate biscuits in the kitchen.

Here is a picture of many of our team and you can find out more about the staff team and our volunteer Board of Directors at: <https://www.intowork.org.uk/about-us/people/>



## **Norton Park Rear Access**

To access the offices there is disabled access and car parking to the rear. There is a spacious reception area and visitors are required to sign in. Norton Park employ a receptionist who assists visitors and ensures they receive a visitor pass.



## **Norton Park – Side and Front View**



**Yours sincerely,**

**The Into Work Team**