

Dear Applicant,

January 2022

## **Business Development Lead role**

Many thanks for your interest in applying to Into Work.

You will have five documents in the recruitment pack:

1. This letter
2. Job Description
3. Person Specification
4. Application Form
5. Equal Opportunities Form

## **About the Business Development Role**

The Business Development Lead is a new role for Into Work. The role was created as a recommendation from our recent strategic review.

We have decided to create and invest in a dedicated business development role that will significantly increase our capacity to grow and expand our services through this appointment.

The Business Development Lead's base will be in our main office situated within a building called Norton Park, Edinburgh (we are currently working from home as per government guidance). As we return to office working the post holder will be required to travel (e.g. South-East of Scotland: Edinburgh, Lothians, Fife, Borders, Falkirk). However, we imagine that many meetings will continue to take place online and therefore would be willing to consider a request for some working time to take place from home.

Please see our organisational chart attached at the bottom of this letter with photos of our team. You can find out more about the staff team and our volunteer Board of Directors at: <https://www.intowork.org.uk/about-us/people/>

## **Join our Team: Are you passionate about creating equal opportunities for disabled people?**

Into Work 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.

If you want to help other people change their lives, we'd love to have you on the team. It's a great opportunity for you to support and inspire other people while gaining skills and experience.

## Do you want to work for an inclusive and equalities focused employer?

We are a local charity and want to build a workforce that represents the communities we serve. Equality, diversity and inclusion are the driving force behind everything we do.

At Into Work, we welcome people from all backgrounds and walks of life including applications from people with lived experience of disability. Every member of our team makes a valuable contribution to the quality of our services.

We are an employer that you can feel confident disclosing your disability or health condition to and we are committed to making any adjustments that enable you to thrive in the workplace. As a Disability Confident Employer, we operate a guaranteed interview scheme for disabled candidates who meet the essential criteria for a post. We are an accredited Living Wage employer and have achieved the Silver Investors in People Award.



## Do you want to work for an organisation that prioritises staff wellbeing?

We know the difference a good work-life balance can make to people's lives. We are committed to offering part-time and flexible working arrangements wherever possible. As well as being part of a values-driven team, you will also have access to a wide range of benefits including:

- Tech/Cycle scheme
- Flexi time scheme
- Counselling service through Employee Assistance Programme
- Generous annual leave scheme and pension scheme
- Life Insurance and two days paid Carers Leave
- You will receive regular supervision and support to access learning and development opportunities

### Team Member's Feedback

"Into Work have made reasonable adjustments for me, something I have not been able to ask for before. They have helped me to manage any anxiety I have had about work tasks by line managing me effectively and talking through any difficulties / obstacles I have faced. This is not only by my line manager but also from senior managers and colleagues, it is a theme that runs through the whole organisation."

**Norton Park office, Edinburgh**

We wanted to give you an idea of what our office is like under usual circumstances. As stated, people are currently working from home as per the government guidance.

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 15 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 very nurturing and collaborative. And most importantly there is a very high chance of chocolate biscuits in the kitchen.

### **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 – Side and Front View**



**Yours sincerely,**

**Rebecca Allen, Senior Manager on behalf of the Into Work Team**

