



## **INFORMATION FOR PROSPECTIVE EMPLOYEES**

### **Background**

Care for the Family was founded in 1988 and is now one of the leading charities supporting family life and helping those with difficult family circumstances in the UK. Our mission statement is "Care for the Family strengthens and supports family life, on the foundations of Christian compassion and wisdom for living"

Starting as a department of another charity, CARE, Care for the Family became an independent charity in 1997 and is also a company limited by guarantee.

The headquarters and administrative function is based at Tovey House in Newport. Most of the staff work at these offices, but there are also offices in England, Scotland, Northern Ireland and the Isle of Man. Some staff also work from home. Care for the Family also has a complement of volunteers working as representatives and in other roles.

There is a culture of regular change within the organisation. This makes Care for the Family an exciting, dynamic (and sometimes very busy) place to work.

Care for the Family run a comprehensive programme of events, conferences, workshops, family-building breaks and networks in order to fulfil its mission statement. Details of some of these can be found in the latest magazine or by looking on our website, [www.careforthefamily.org.uk](http://www.careforthefamily.org.uk)

### **Statement of Faith**

Care for the Family is a national UK charity which strengthens and supports family life, on the foundations of Christian compassion and wisdom for living.

We are committed to supporting families of all faiths or none, with world-class services and resources that are delivered primarily, though not exclusively, through the Church.

Care for the Family has adopted a Christian ethos statement. Our equal opportunities policy includes facility for justifying that certain posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. Our volunteer policy places the same requirement on certain volunteer roles.

Where this is the case prospective staff or volunteers would be asked to confirm that they assent to our statement of faith, which is summarised through the Nicene Creed.

### **Ethos and values**

- **Our Mission – why we exist**  
To strengthen and support family life.
- **Our Vision – how we see the future**  
That all families will be able to find support during challenging times, and encouragement in the good times.
- **How we will achieve this**  
We are motivated by Christian compassion and love and are committed to supporting families of all faiths or none, with quality services and resources that are delivered primarily, though not exclusively, through the Church.

### **Our Values – we will seek to act:**

- with generosity of spirit
- with vulnerability
- by honouring the least

Our approach – the focus of our work will:

- be in three key areas: marriage; parenting and bereavement
- be preventative
- be with adults
- be universally accessible
- be evidence based
- have a peer to peer attitude (the extended family/friend down the road)
- harness the power of the story
- be underpinned by the acknowledgement that God is our ultimate source of wisdom

### **Ethos and Employment**

Care for the Family is a Christian organisation and for some posts there is an occupational requirement for the post holder to be able to demonstrate a commitment to the Christian faith. If there is such a

requirement it will be included in the job description. Where this is the case prospective staff will be asked to confirm that they assent to our statement of faith, which is summarised through the Nicene Creed. If you would like a copy of this please contact Camilla Owens, our HR Manager. Her contact details are shown at the end of this information sheet.

### **Caring for every family**

Care for the Family is motivated by the Christian faith, but seeks to be accessible to people of all faiths or none. Care for the Family has signed the Faithworks Charter and is committed to serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

A section of the Faithworks Charter is reproduced below for reference. The charter relates to principles for Churches and local Christian agencies committed to excellence in community work and service provision in the UK. The full charter can be viewed on the Faithworks' website the address for which is [www.faithworks.info](http://www.faithworks.info)

### **An extract from the Faithworks Charter**

We will provide an inclusive service to our community by:

1. Serving and respecting all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.
2. Acknowledging the freedom of people of all faiths or none both to hold and to express their beliefs and convictions respectfully and freely, within the limits of the UK law.
3. Never imposing our Christian faith or belief on others.
4. Developing partnerships with other churches, voluntary groups, statutory agencies and local government wherever appropriate in order to create an effective, integrated service for our clients avoiding unnecessary duplication of resources.
5. Providing and publicising regular consultation and reporting forums to client groups and the wider community regarding the effective development and delivery of our work and our responsiveness to their actual needs.

## Management

Care for the Family's Chief Executive is Robin Vincent. Robin and four other directors form the Charity's executive leadership team. They are accountable to a Board of Trustees who oversee the governance of the charity.

## Employment Policies

Care for the Family has a full suite of employment policies which include the following:

- Equal Opportunities Policy
- Health and Safety Policy
- Safeguarding Policy
- Recruitment Policy
- Disciplinary Policy
- Grievance Policy

Care for the Family also has a standard contract of employment and a staff handbook which elaborates on some of the contractual issues and covers day to day procedures and working arrangements.

Our safeguarding policy sets out our position regarding the use of the Disclosure and Barring Service (DBS). Applications for a DBS disclosure will be made on all employees who work in a regulated activity relating to children or adults.

## Further Information

If you require any further information or clarification with regard to any issue regarding employment with Care for the Family, please contact Camilla Owns, HR Manager: email: [Camilla.Owens@cff.org.uk](mailto:Camilla.Owens@cff.org.uk)

Care for the Family is a Christian initiative to strengthen family life.  
A registered charity (England and Wales: 1066905; Scotland: SC038497; Isle of Man 1231).  
A company limited by guarantee no. 3482910. Registered in England and Wales.  
Registered office: Tovey House, Cleppa Park, Newport, NP10 8BA.

[cff.org.uk](http://cff.org.uk)

