THE SUNDAY TIMES Best Places to Work 2026 BIG ORGANISATION

aberlour scotland's children's charity

Relief Child & Family Worker
Dumfries Services

Thank you for your interest in our advert. The following attachments are available online:

- The job description and the person specification
- Some information about the role
- A copy of Our Aberlour Values
- An introduction to Our Aberlour with information on the work we do
- A copy of our Privacy Policy explaining how we process application data
- Details of our commitment to diversity and inclusion

Set out below is further information which we hope will assist you in understanding the role and Aberlour terms and conditions of employment.

Main Terms and Conditions

Rate of Pay
The hourly rate for this role is £15.72 in total.

Hours
There are no set hours for relief work - Hours are offered to assist coverage with staff absences/holidays/busy periods. You will be asked to confirm your availability for shifts but there is no obligation for hours to be offered, nor for you to accept any hours offered.

Holiday Pay
You will receive holiday pay calculated pro rata to 28 days per annum. This will be paid monthly and separately identified on your payslip. Currently this should show as an additional payment of £1.5288 per hour. This figure is included within the £15.72 per hour.

Allowances
There is no entitlement to paid sick leave.

Other Information
We have a number of policies designed to ensure the safety and well-being of both workers and service users which are backed up by our training programmes, e.g. safeguarding and health and safety. Aberlour promotes equal opportunities in all that it does and this is underpinned by our Equality and Diversity Policy and Respect and Dignity at Work Policy.

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Safer Recruitment

Aberlour is committed to the safeguarding and welfare of all its children, young people and families and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Aberlour provides are of the highest standard and enable all service users to achieve positive outcomes in their lives.

Please note that where relevant to the post applied for, at interview you will be asked questions, in order to explore issues relating to the safeguarding and promotion of the welfare of vulnerable people.

Pre-employment Checks

We will request a PVG Scheme or disclosure check from Disclosure Scotland as required for the post. Where a job will involve regular and unsupervised contact with children and young people under the age of 18, this check will advise us whether an individual is on the list of people disqualified from working with children. As you will appreciate, Aberlour must not knowingly employ people on that list in child care positions.

Further information about the PVG Scheme can be found on the Disclosure Scotland website at www.disclosurescotland.co.uk. A copy of our policy on the recruitment of ex-offenders is enclosed, and our policy covering the safe handling, use, storage, retention and disposal of disclosure information is available on request from the Human Resources Team.

We will require to take up a minimum of two appropriate references. Please note that Aberlour does not deem the following as suitable referees or references:

- Open “to whom it may concern” style references
- Testimonials
- Character References
- References received directly from the candidate
- References from peers
- References received by telephone
- Incomplete references
- References which do not provide the information requested
- References not on headed paper or accompanied by documentation which verifies the organisation’s identity.
- References which refer to less than three months employment
- References from relatives

Please note this list is not exhaustive.

We may also where appropriate obtain a health report and we will check all original documents proving your qualifications, identity and immigration and nationality status and check appropriate Registers such as the SSSC, GTC and NMC before you can start work with us.

National Insurance Number

If you are not in receipt of a National Insurance number contact either DWP Homepage - Department for Work and Pensions or telephone the National Insurance registration helpline on 0845 915 7006 to register. Opening hours are 08:00 to 17:00 Monday to Friday.

Registration and Qualifications

Registration is a major part of the drive for higher standards in social services. As this is a registered post you will be required to register with the Scottish Social Services Council (SSSC) and maintain your registration including payment of any annual fees.

The registration categories that cover this job are: 'Residential Child Care Workers' and 'Day Care of Children Services'. You will be required to complete an online application form on the SSSC website. Workers have only 6 months to become registered. After 6 months it is illegal for a worker, not on the appropriate register(s), to be offered work covered by registration.

A worker must satisfy the criteria for registration, which includes holding the appropriate qualifications for the job they do. The relevant qualifications for this job are found on the SSSC website. If you require to complete any qualification for registration, our Learning and Development team will provide you with details of local education providers.

Guaranteed Interview Scheme

"We are committed to Equal Opportunities and actively encouraging applications from disabled people"

What does the scheme offer?

The aim of the Guaranteed Interview Scheme (GIS) is to provide disabled applicants with an opportunity to demonstrate their abilities beyond the initial application stage. Disabled applicants will be offered an interview providing they meet the minimum criteria for the job.

By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each essential criteria, as well as meeting any of the qualifications, skills or experience defined as essential.

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Who is eligible for the scheme?

To be eligible for the Guaranteed Interview Scheme you must be considered as disabled under the Equality Act 2010.

The Act says that a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. Physical or mental impairment includes sensory impairments such as those affecting sight or hearing. Long-term means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life.

If you want to apply for the Guaranteed Interview Scheme please complete and return the appropriate form and return with your application form.

Please note that declaring a disability for the purpose of qualifiying for the GIS is your decision and is entirely voluntary.

How we use your Personal Information

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the provisions set out by the General Data Protection Regulations.
Please note that by submitting an application for employment, you are also agreeing to Aberlour processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with Aberlour, all documentation related to your application will normally be confidentially destroyed after a period of six months.

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How to Apply

If you are interested in joining us, please complete the online application and upload your current CV (if you experience any problems please email jobs@aberlour.org.uk).

We look forward to hearing from you. In the meantime, should you have any queries, please do not hesitate to contact us. Our office hours are Monday to Friday, 9am to 5pm but out with those times you can leave a message or e-mail us.

Human Resources Team
Aberlour Child Care Trust
Kintail House
Forthside Way
Stirling
FK8 1QZ

Tel: 01786 450335
E-mail: jobs@aberlour.org.uk

SQA Approved Centre

disability confident EMPLOYER

We are a Living Wage Employer

We're committed to GOOD FUNDRAISING www.goodfundraising.scot

INVESTORS IN PEOPLE™ We invest in people Platinum

happy to talk flexible working

GOLD AWARD 2020 PAYROLL GIVING Awarded by CAF