

## Overview

Thank you for your interest in a career with the National Children's Bureau (NCB). Within this document you will find:

- Information about the life changing work that NCB delivers.
- Instructions on how to apply for a position with NCB.
- A summary of benefits and opportunities available to NCB employees.

Should you have any further queries about working at NCB, or should you wish to enquire about a specific vacancy, please contact our Human Resources team via email at [jobs@ncb.org.uk](mailto:jobs@ncb.org.uk).

In the meantime thank you for your interest and we look forward to hearing from you.

## Welcome

For more than 50 years the National Children's Bureau (NCB) has been making a big difference to lives of children and young people across the country, particularly the most disadvantaged.

We are proud of having been instrumental in delivering major government reforms such as the changes to special educational need provision in schools, the extension of high quality early years provision and support to allow children to remain in foster care beyond their 18th birthday.

Today NCB works across a range of important issues affecting the lives of millions of children. Our priority areas are currently focused on early years, special education needs and disability, health and social care and education and learning.

We are a dynamic and multifaceted organisation at an exciting stage in our development – a review of our purpose around a virtuous cycle of evidence gathering, research, influencing and practice improvement.

## What We Do

We champion children's right to be safe, secure and supported, by using evidence and our expert knowledge to influence government policy, and help practitioners to do the best job possible, especially for the most vulnerable and disadvantaged children and young people. We do this by:

- being a strong, independent advocate for children and young people;
- ensuring that government policies and legislation have a positive impact on their lives;

- supporting practitioners working directly with children and young people by providing practical guidance, information and training, to deliver the very best outcomes for children and young people;
- bringing together groups and organisations, to achieve more by working in partnership;
- involving children and young people so they are able to make a difference to their lives; and
- using our evidence from research, analysis and practice to make the case for change.

You can find out more about our major achievements over more than 50 years via our main website at [www.ncb.org.uk](http://www.ncb.org.uk).

## Applying for a Role at NCB

NCB is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, political opinion, marital status, pregnancy and maternity, paternity, and carer status.

To apply for a position at NCB, please access and download the relevant application forms available on the position advertisement. These forms include:

- Application Form
- Equal Opportunities Form

Please complete both of these documents entirely and return them via email to [jobs@ncb.org.uk](mailto:jobs@ncb.org.uk). Ensure that you quote the job title and reference number in your subject line.

Be sure to address all essential and desirable criteria listed on the job description in your application; failure to do so will considerably lessen your chances of being selected for interview.

Please note that you must complete and submit the Application Forms outlined above; we do not accept resumes, curriculum vitae, or cover letters.

Application deadlines, along with proposed interview dates, are available in all of our position advertisements. For the sake of efficiency, only shortlisted candidates will be contacted.

## Working at NCB

It's hugely important to us to support our staff in every way we can. Alongside a competitive salary, we offer a range of benefits to our employees.

## Family-Friendly and Work-Life Balance Policies

We regularly review our policies to ensure they reflect the changing lifestyle patterns of our staff with family or other commitments. We offer a number of posts on a part-time basis and flexible working arrangements.

## Annual Leave

We offer an above sector average annual leave entitlement of 30 days per year (pro rata for part-time staff), and three fixed 'extra' days holiday to be taken at Christmas in addition to statutory Bank Holidays.

## Pension Scheme

We offer a defined contribution pension to all employees.

## Employee Assistance Programme

We provide a confidential external advice service run by qualified advisors.

## Learning and Development

We offer a wide range of training and development opportunities for those within post.

## Equality and Diversity

We are committed to promoting equality of opportunity. This is reflected in our work and employment practices.

We support and lead Open to All: a campaign to encourage charities to only require degrees from applicants when strictly necessary for a role.

Staff recruitment is carried out by a panel and is based on the selection criteria designed for each post.

## Other Benefits

We offer interest-free loans for buying an annual season ticket or computer (after completion of probation). We also have a salary sacrifice travel scheme for Northern Ireland staff.