



# Candidate Information Pack





# Hello!

Thank you for your interest in coming to work at Epilepsy Action. This is such an exciting time to be joining our team as we recently launched our new 2024-2030 strategy.

As part of our new strategy, we are committed to creating a '**world without limits**' for people with epilepsy and we need your help to make this happen.

Our new strategy has 3 key ambitions and whatever role you are applying for you will be contributing to making these a reality. Our ambitions are:

1. **By 2030 everyone in the UK who has epilepsy will be able to say that life has improved because of things we are achieving together**
2. **By 2030 everyone in the UK will understand what epilepsy is and how they can support people with epilepsy**
3. **By 2030 we will be fully inclusive in who we are and who we support**

If you want to be part of a charity that has a genuine impact on people's lives, you should really think about joining our team. We'd love you to bring your ideas along with an inclusive and collaborative approach to helping us get the best outcomes for people with epilepsy. In return, we provide a varied, welcoming and supportive working environment and excellent opportunities for you to develop your career.

If you're excited to help shape the future of a charity that makes a difference to the lives of over 600,000 people in the UK with epilepsy, we'd love to hear from you.







# A WORLD WITHOUT LIMITS

## 2024-2030 STRATEGY EPILEPSY ACTION

[WWW.EPILEPSY.ORG.UK/WITHOUTLIMITS/STRATEGIC-OVERVIEW](http://WWW.EPILEPSY.ORG.UK/WITHOUTLIMITS/STRATEGIC-OVERVIEW)



# **VALUES** WE WILL MAKE A DIFFERENCE BY BEING:

## **AMBITIOUS**

We will do whatever is needed to create a world without limits for people with epilepsy.



## **INCLUSIVE**

We will be here for everyone affected by epilepsy.

## **EMPOWERING**

We will put people with epilepsy in control of creating the world, community and life they want.



## **SUPPORTIVE**

We will be by your side every step of the way.



# About Epilepsy

Epilepsy is a condition that affects the brain resulting in a tendency to have epileptic seizures. Anyone can have a one-off seizure, but this doesn't always mean they have epilepsy. Epilepsy is usually only diagnosed if a doctor thinks there's a high chance that the person could have more seizures.

Epilepsy can start at any age and there are many different types. Some types of epilepsy last for a limited time and the person eventually stops having seizures. But for many people epilepsy is a life-long condition.

## Epilepsy Seizures

Electrical activity is happening in our brain all the time, as the cells in the brain send messages to each other. A seizure happens when there is a sudden burst of intense electrical activity in the brain. This causes a temporary disruption to the way the brain normally works, so the brain's messages become mixed up. The result is an epileptic seizure.

There are many different types of seizure. What happens to someone during a seizure depends on which part of their brain is affected, and how far the seizure activity spreads. During some types of seizure the person may remain alert and aware of what's going on around them, and with other types they may lose awareness. They may have unusual sensations, feelings or movements. Or they may go stiff, fall to the floor and jerk.



Approximately **1 in 100 people** in the UK have epilepsy and 87 new people are diagnosed every day.



# Our Approach To Work

We are incredibly proud of our organisational culture which promotes and recognises the importance of a work life balance, and that's why our full-time hours are less than the average job, at 34.5 hours per week.

By operating a flexible and supportive approach, we empower people to work flexibly.

We are committed to building a healthy, happy and engaged team.

In addition to our flexible approach, we support our people by:

- Strong emphasis on wellbeing
- Annual training budget and access to qualifications and apprenticeships
- Ensuring our people to feel a sense of belonging
- Relaxed and comfortable dress code
- Culture of recognition and valuing people
- Ongoing employee engagement (including staff surveys)
- Hybrid and flexible working opportunities (*role dependant*)



**Don't take our word for it, we think our 2023 staff survey results speak for themselves**

*(based on a 100% completion rate)*



are proud to work at Epilepsy Action



recommend us as a place to work



feel part of a supportive team



# Working at Epilepsy Action

## Our Location

Our main office is based in the Yeadon area of Leeds. It's convenient for the City Centre and provides great opportunities for collaborating and working together with colleagues. Like many organisations, depending on your role, we offer flexibility and the option for some remote working; although there are certain things (like team meetings and training) where colleagues are expected to come into the office.

Our address is: New Anstey House, Gate Way Drive, Yeadon, LEEDS, LS19 7XY

## About Leeds

Leeds is a vibrant location and the unofficial capital of Yorkshire. A city at the heart of the action, bursting with life and cultural energy. A vibrant creative community, with award-winning theatre and dance companies, a world-class arena, and a thriving independent food scene you won't find anywhere else. A renowned retail destination, where big brands meet Victorian arcades. And a welcoming host for international sporting events, colourful carnivals, and a packed calendar of festivals and events. A skyline filled with breathtaking architecture, and a destination easily reached by road, rail and air. Leeds is unquestionably an amazing place to work.





# Employee Benefits

**We are committed to providing a great range of benefits for our staff including:**

- 25 days holiday per year plus bank holidays.
- 3 additional days leave in December
- Contributions into a stakeholder pension scheme with salary sacrifice options
- Family friendly policies including flexi-time and flexible working.
- Occupational sick pay scheme.
- Access to an Employee Assistance Programme.
- Death in Service insurance.
- Access to a wide range of learning and development opportunities.
- Annual social events
- Wellbeing support and initiatives
- Cycle to work scheme
- Free parking
- Pay policy with annual pay review

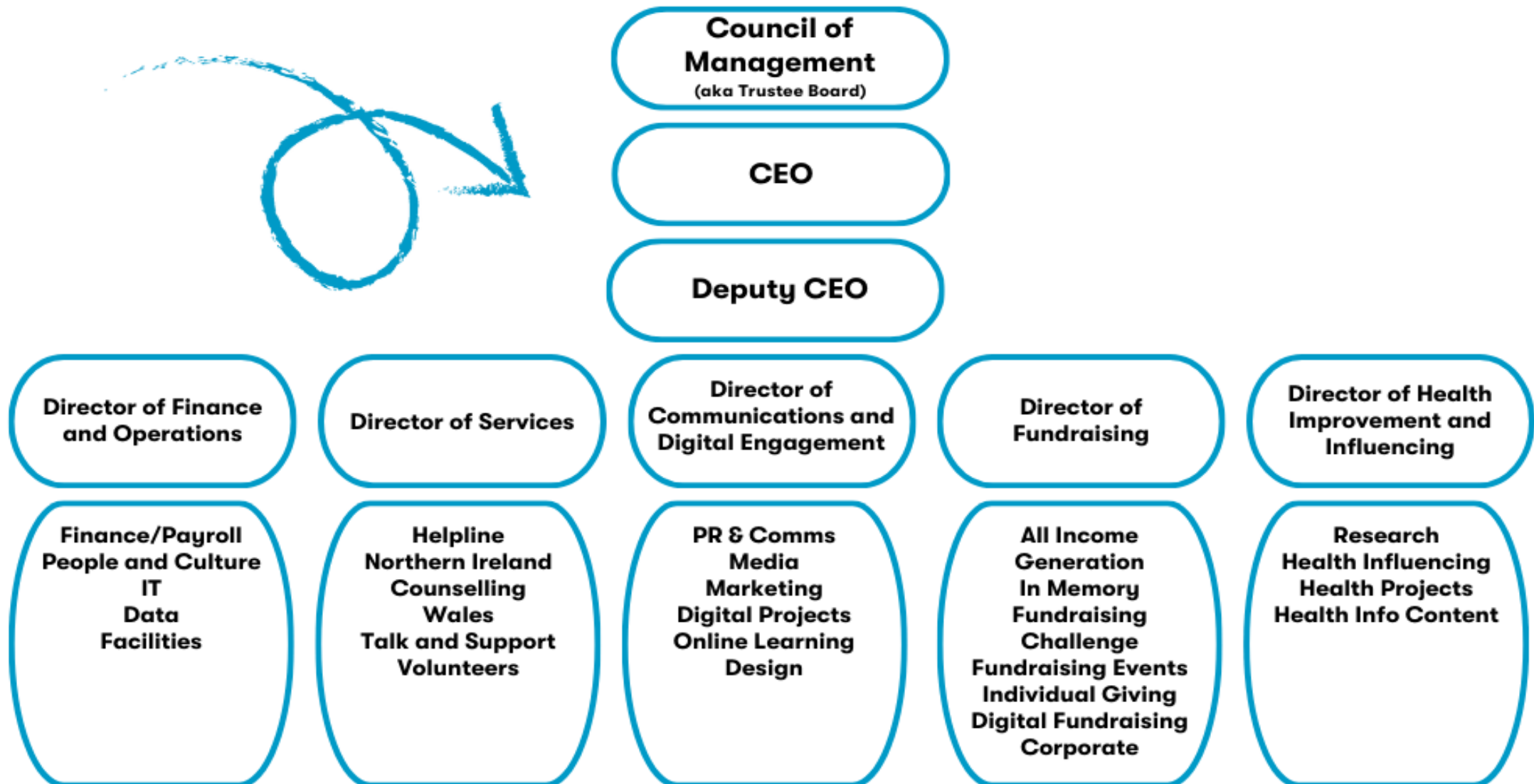




# Our Structure

We are governed by the Council of Management which is a group of up to 16 people.  
The organisation is split into 5 departments and is made up of a team of around 80 employees based across the UK.

We also have a team of over 300 volunteers who support our work!





# Our People



"We are always user focused with big ideas and ambitions. Staff wellbeing is recognised and acted upon. Learning new things and increasing skills is encouraged."

"The approach to flexible working is great, it really creates a brilliant home/work balance that I've never had in a job before. The opportunities for external training are great, and it makes you feel valued. Thank you!"

"We're a very positive organisation, everyone is friendly and welcoming. There has been more transparency over the last year in terms of learning and development and with the upcoming pay development which is encouraging. It's also great to see that staff input is always taken on board"

"Morale and culture within EA is really good. I enjoy the all-staff meetings, especially the quick round up of what everyone is doing. I like the away days and collaborating with others. Striking a healthy work life balance is encouraged at EA."



# Being an equitable, diverse and inclusive organisation

We want everyone in our organisation, regardless of their backgrounds, identities, abilities, or circumstances, to feel valued and respected and able to participate fully.

We will achieve this by working with individuals from all backgrounds and communities, fostering a sense of belonging and equity in all we do.

We know that inclusivity isn't about numbers; it's about embracing diversity and ensuring that everyone's voice is heard, needs are met, and contributions are acknowledged

We recognise that each person's experiences shape how they think and having diverse representation across the organisation at all levels is fundamental to achieving our ambitions and being successful in creating a world without limits for people affected by epilepsy.





# Disability Confident Scheme

We positively encourage applications from all individuals irrespective of age, disability, gender, identity, parental or marital status, race, religion and sexual orientation.

We recognise that some candidates from marginalised backgrounds will have faced additional barriers throughout their careers and when applying for new roles.

We are committed to taking positive action to diversify our team, by offering guaranteed interviews for candidates who are disabled and who meet the minimum criteria for a role (at least the essential criteria in the person specification) can opt-in to our Disability Confident Scheme.

It is important to note that this scheme guarantees a longlist interview based on scoring of your initial application but the selection decision at each interview stage will be based on the most suitable candidate, regardless of any protected characteristic(s).

We offer reasonable adjustments throughout the recruitment process to support people with disabilities, please contact us or check out the website.

You can find out more information on our [vacancies page](#).







# How to Apply

All our vacancies are advertised on [our website](#), and you can apply online directly from that page.

We try to make the application process as inclusive and accessible as possible but if you need any support or reasonable adjustments please get in touch.

If you have any questions about our roles or would like to arrange an informal chat before applying, please just get in touch.

[recruitment@epilepsy.org.uk](mailto:recruitment@epilepsy.org.uk)



**epilepsy** *action*