



**Are You Considering Joining
Our Team?**



Welcome

Thank you for your interest in coming to work at Epilepsy Action. This is such an exciting time to be joining our team.

We have a vision that everyone affected by epilepsy receives the healthcare and support they need and the public respect, fairness and understanding they deserve. Our work focuses on delivering this vision through the provision of advice, information and resources, through research and influencing work to educate and shift public opinion.

Epilepsy Action has recently been through an exciting period of change and we are looking for passionate people who share our values to join our brilliant team. We are developing and working towards a new strategy for 2024 and are searching for people that can help us develop, grow and innovate.

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.

Philip Lee, Chief Executive



About Us

Epilepsy Action is a community of people committed to a better life for everyone affected by epilepsy. We are striving for high quality, accessible epilepsy healthcare services, so that people with epilepsy have the support they need to manage their condition. We also work to achieve wider awareness and understanding of epilepsy, so that people living with the condition are treated with fairness and respect. Our supporters, members, staff and volunteers are united by these common goals.

Our Values

Our values are important to us because they are at the heart of our work. In everything that we do, we ensure that:

- ♦ We are positive about epilepsy and passionate about what we do. We are creative and innovative in our thinking and confident in our actions.
- ♦ We care about people with epilepsy and their families. We listen to them and we respond to their needs. We never forget that epilepsy is about people.
- ♦ We are a diverse and inclusive organisation that actively reaches out to people across all countries of the UK and welcomes everyone affected by epilepsy.
- ♦ We represent by being a community of interest around epilepsy - reflecting peoples' hopes and aspirations and providing identity, unity and a voice.



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.

How We Are Run

Epilepsy Action is a registered charity in England and Wales (No. 234343) and an incorporated company registered in England (No. 797997).

Council of Management

The Council of Management (the Council) is our governing body and members of the Council are the trustees of the charity. The Council is responsible for setting our policies and strategy and for overseeing the sound management of the organisation.

The Council is made up of a maximum of 16 people who have been elected by the membership at our Annual General Meeting. One third of the members end their term of office each year and others can stand for election. We are proud of our open and democratic tradition, which enables us to have the benefit of a governing body that includes people with epilepsy, carers, professionals and others interested in epilepsy.

Staffing and Volunteers

Our Chief Executive reports to the Council of Management through the Chair. We have a staff team of around 60 colleagues that implement our strategy and deliver amazing work - these include colleagues in a range of roles from fundraising to advice and information and from PR and marketing to finance. There is a Senior Leadership Team (Directors) that oversee each of our key areas of work. Our work is also supported by a fantastic team of volunteers who, for example, host groups across the country, sharing their experiences and providing advice.

Finance and Funding

Our annual income in 2022 was over £5million, prior to this we had an average annual income of £3-4million per year. Typically, our largest source of income every year is legacies and individual giving. Memberships, fundraising and trusts / foundations also contribute to ensure we have a diverse range of income. Our biggest cost area relates to staffing with around £2.2m spent each year on employing staff to carry out our important work. We are a charity and therefore do not generate a profit - every penny we make is reinvested back into our services and support for people with epilepsy.



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.

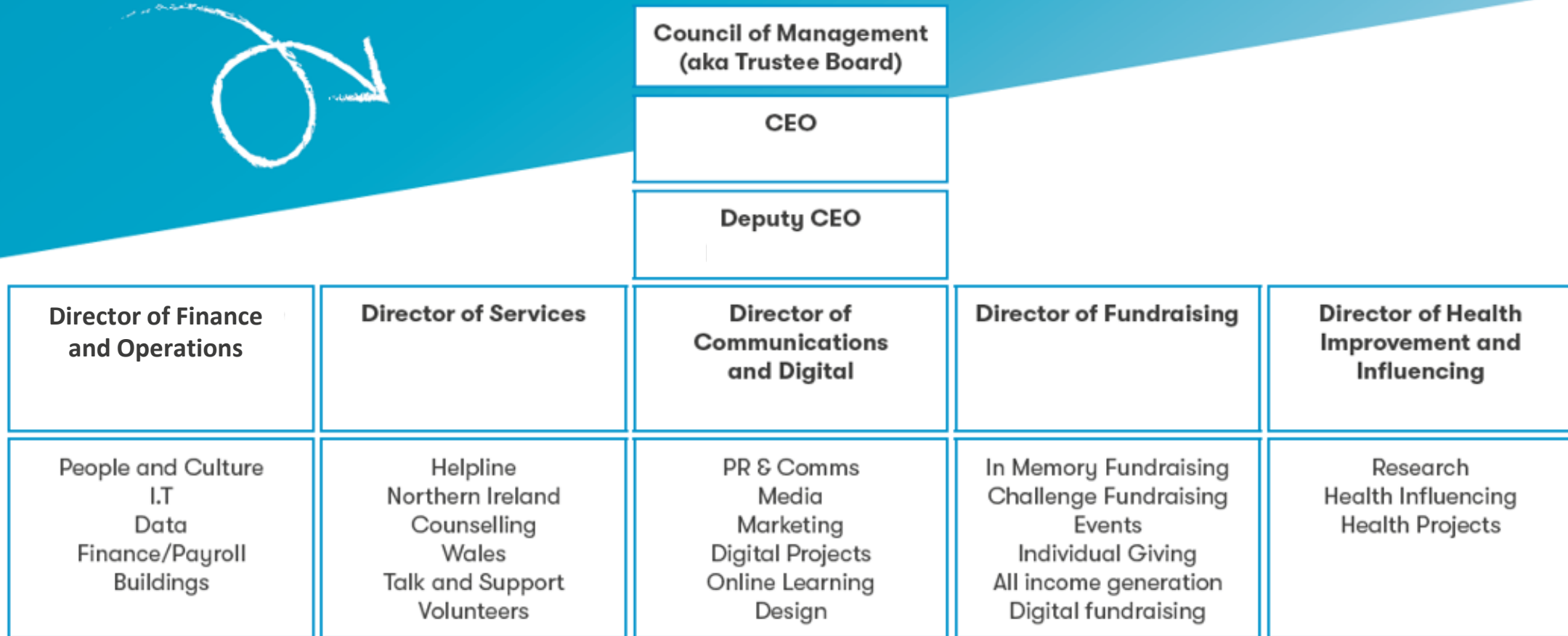
If coming to work at Epilepsy Action means relocating, you can find out more about Leeds at visitleeds.co.uk. We're happy to help if you need advice in relocating.

88%

OF OUR EMPLOYEES UNDERSTAND OUR
VALUES AND HOW THEY CAN DEMONSTRATE
THEM THROUGH THEIR WORK



Our Structure



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. We strongly believe that ensuring our people are able to rest and take time out to enjoy life means that they can be at their best when at work.

By operating a flexible and supportive approach, we empower people to work flexibly. We always welcome suggestions on improving our working arrangements, and although not every request for flexible working will be approved (due to the requirements of the role) we will work with you to carefully consider all options available.

We are committed to building a healthy, happy and engaged team. In addition to our working hours we support our people by:

- Placing a strong emphasis on wellbeing, including
- designated mental health 1st aiders, wellbeing library, wellbeing action plans etc.
- 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, our 2022 staff survey had 100% response rate and our people said:

- 98% of people enjoy their role at Epilepsy Action
- 97% of people are proud to work for Epilepsy Action
- 94% recommend Epilepsy Action as a place to work



Employee Benefits

Flexible Working

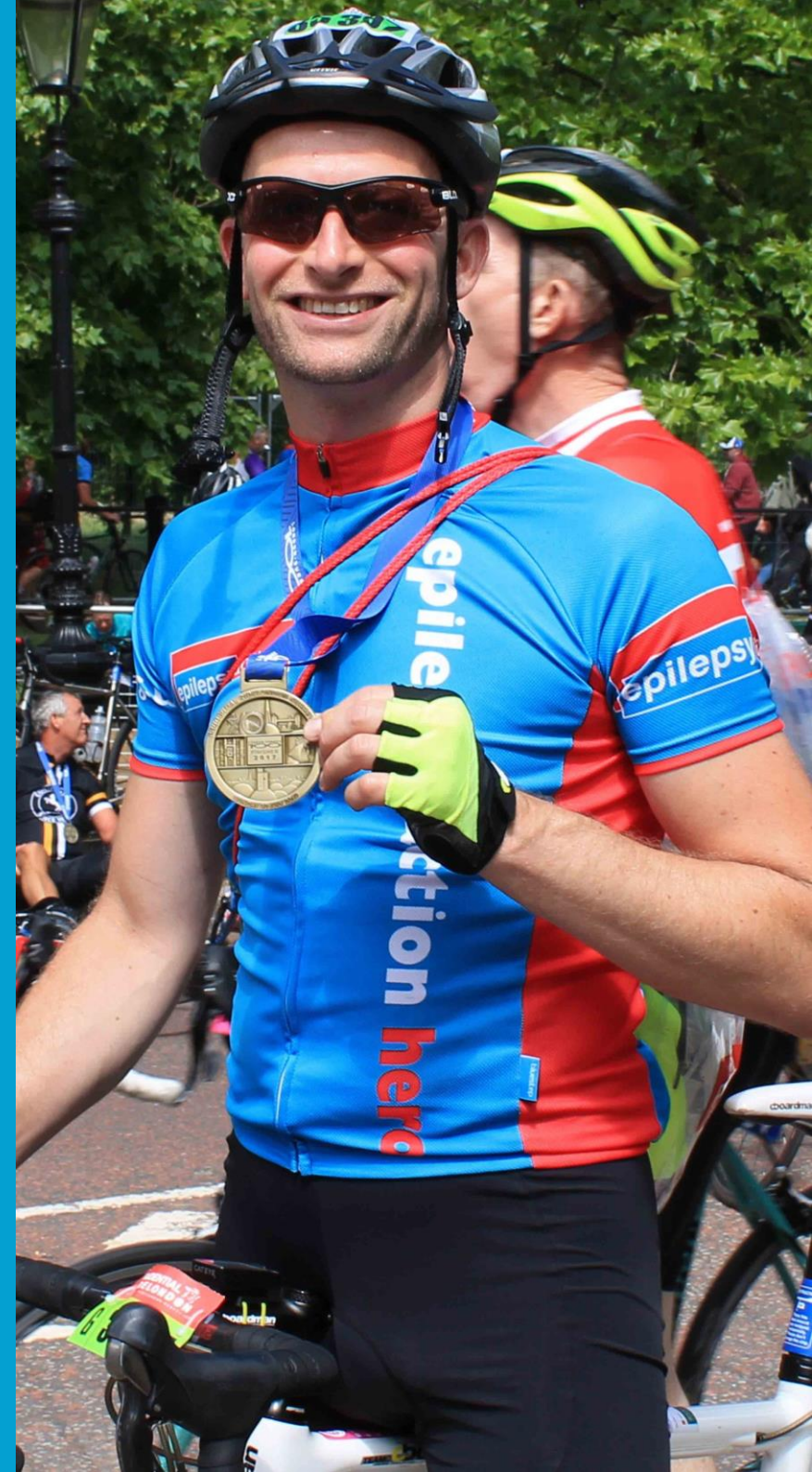
We offer a flexible, supportive and adaptable approach to work meaning that we're a great place to achieve work-life balance. We empower and encourage lots of our staff to work flexibly. We recognise the importance of helping our employees balance their work and home life and so we welcome suggestions and requests for flexible working, and whilst we can't guarantee to accommodate every application, we do promise to carefully consider any request made.

Benefits

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

- 28 days holiday per year plus bank holidays.
- Contributions into a stakeholder pension scheme.
- Family friendly policies including flexi-time and flexible working.
- Occupational sick pay scheme.
- Access to an Employee Assistance Programme.
- Death in Service insurance.
- Cycle to work scheme
- 3 additional days off in December over the bank holidays
- Access to a wide range of learning and development opportunities.

“Opportunities to work flexibly/ remotely show that the organisation has a lots of trust in the staff which makes me feel valued. I also think that Epilepsy Action has a very positive feel to it compared to past workplaces. I get the sense that people want to be here and enjoy the work they do.”



Diversity and Inclusion

We believe strongly in the importance of equality, diversity and inclusion in the workplace. We're proud of the work we do and constantly strive to create a fairer and more equitable experience for our beneficiaries, volunteers and staff. Social justice and equality are at the heart of what we do.

However, despite all of our hard work, we know that we're not as diverse as we'd like to be as a workplace and we're actively working to change that. We recognise that we achieve more with a talented group of diverse individuals, who bring different experiences and perspectives that enable us to represent the full range of voices of people with epilepsy.

Guaranteed Interview 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 from BAME backgrounds and disabled candidates.

If you meet the minimum criteria for a role (at least 80% of the criteria in the person specification) and identify as disabled or from a BAME background, you can opt into our guaranteed interview scheme. It is important to note that this scheme guarantees a longlist interview but the selection decision at each interview stage will be based on the most suitable candidate, regardless of any protected characteristic(s).



What our people have to say about working for us...

You can find out more about how people feel about their roles at Epilepsy Action on the Glassdoor review page:

- ♦ [Epilepsy Action \(United Kingdom\) Reviews: What Is It Like to Work At Epilepsy Action \(United Kingdom\)? | Glassdoor](#)
- ♦

“

We have good people working for the organisation that support each other and want to do a good job. I love the flexibility of my role and the mix of home and office working.”

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“

We have an amazing team here, and a fantastic bunch of colleagues. Everyone is really welcoming and friendly.

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I think the flexible hybrid work happens is great, particularly for parents or people living with ongoing illness. I think it also sets a precedent for other employers to follow when supporting people with epilepsy at work (eg. reasonable adjustments). I also think we are good at hiring really nice, kind and dedicated people, who are committed to making a difference

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We're passionate about developing people. You will have access to lots of learning and development as well as the chance to work on interesting and innovative projects.

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INFORMAL ENQUIRIES ABOUT OUR ROLES

To arrange an informal chat and to find out more about the role, please contact us recruitment@epilepsy.org.uk

