The First Step

Information for Candidates

Agency Profile

The First Step has been providing services to people affected by domestic abuse since 1996, as a registered charity we have a board of Trustees who have responsibility for governance and inform strategic direction.

We provide community based services for victim/survivors across all levels of risk as well as a refuge for women and children escaping domestic abuse.

Further information can be found on our website: www.thefirststep.org.uk

The First Step works across two sites:

- Community services based in the Old Schoolhouse, Huyton
- Accommodation service of a women and children’s refuge based in Knowsley

We currently have a staff team of 19 with 8 based in the Old Schoolhouse and 11 at the refuge.

The First Step Vision:

‘To convert Knowsley’s domestic violence & abuse challenges into real solutions, creating new ways of working to stop domestic violence & abuse’

Safer Recruitment Statement

The First Step is committed to safeguarding and promoting the welfare of children, young people and adults who are vulnerable and expects all trustees, staff and volunteers to share this commitment.

Right to Work in the UK

Under the Asylum and Immigration Act The First Step will need to verify appropriate original documentation if you are called for interview, such as:

- a passport showing the holder is a British citizen
- a national of a European Economic Area country.

A full list of appropriate documents is available at www.gov.uk

Statement on recruitment of ex-offenders

Under the Rehabilitation of Offenders Act 1974 a person with a criminal record is not required to disclose any spent convictions unless the position
they are applying for, or are currently undertaking, is listed as an exception under the Act. All positions with The First Step, whether paid or unpaid, are considered an exception under the Act therefore all potential applicants for a position will be required to disclose any convictions which would normally be considered spent under the Rehabilitation of Offenders Act 1974.

The First Step undertakes not to discriminate unfairly against any subject of a Disclosure and Barring check on the basis of conviction or other information revealed. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

**Funding**

We have varied income streams including contracts with statutory organisations and grants from charitable funding bodies, most of which is time limited.

**Governance**

The First Step has a voluntary board of Trustees who meet on a regular basis and have a common interest in addressing domestic abuse while ensuring good governance.

Angela Cholet
CEO