



This document is also available in large print and black text on a white background.

FACT Liverpool is proud to be a disability confident employer. Disability Confident is a government scheme supporting employers in ensuring disabled people, and those with long term health conditions, are able reach their full potential within their organisation. The Disability Confident scheme has three levels and FACT Liverpool is currently a Level 2 - Disability Confident Employer.

As a Disability Confident Employer, we commit to:

- ensure our recruitment process is inclusive and accessible
- advertise vacancies and other opportunities through organisations and media aimed particularly at disabled people
- offer an interview to disabled people who declare they have a disability and who meet the minimum criteria for the job - [please read more information about this commitment below](#)
- anticipate and provide reasonable adjustments as required
- provide disability awareness equality training in our induction process
- support any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- guide staff to information and advice on mental health support
- provide an environment that is inclusive and accessible for staff, clients and audiences

As an internal or external applicant FACT commits to:

- Interviewing all applicants with a disability who declare their disability and who meet the minimum criteria, or those who best meet the criteria if interview numbers need to be limited (see below), for the job as outlined in the person specification in the recruitment packs;
- Advertise vacancies and other opportunities through organisations and media aimed particularly at disabled people;
- Providing reasonable adjustments to help the recruitment process be more inclusive and accessible;
- Being flexible when assessing people, so disabled job applicants have the best opportunity to demonstrate that they can do the job and;
- Making workplace (reasonable) adjustments as required.

If appointed as a member of staff FACT commits to:

- Provide disability awareness equality training in our induction process;
- Discuss with disabled employees at any time, but at least once a year, how professional development opportunities can be best tailored to their needs to support their growth in the role;
- Make every effort when an employee becomes disabled to ensure that they stay in employment;
- Guide staff to information and advice on mental health support
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work and;
- Review the commitments each year and plan ways to improve the experience for disabled people, by consulting key groups.

What is classified as a disability?

The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Why has FACT Liverpool decided to sign up to the commitment?

The Disability Confident scheme is an example of FACT Liverpool's commitment to ensure disabled people are treated fairly and have access to the same opportunities as non-disabled people. By using the Disability Confident logo we make it clear that we welcome disabled applicants for all roles at FACT Liverpool. It will also show existing employees that we value their contribution and will treat them fairly if they become disabled.

What does it mean if I see the Disability Confident logo on a job advert?

It means FACT Liverpool is committed to interview all disabled applicants that declare they have a disability, **provided they meet the minimum criteria** for a job vacancy.

This commitment aims to encourage positive action, encouraging disabled people to apply for jobs at FACT and provide an opportunity to demonstrate their skills, talent and abilities during an interview.

In certain recruitment situations such as high number of applications, seasonal and high-peak times, we may wish to limit the overall numbers of interviews offered to both disabled and non-disabled people. In these circumstances we will select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria, as we would do for non-disabled applicants.

How will applicants indicate they have a disability?

All candidates will be asked if they wish to declare a disability on the application form for a vacancy at FACT Liverpool. If a disability is declared at this stage, HR will inform the recruitment panel and confirm that an interview should be offered providing the candidate meets the minimum criteria for the role.

What if I am already employed by FACT Liverpool?

FACT Liverpool is committed to interview any internal candidate that declares a disability, provided that the minimum criteria for the job are met.

What if I need adjustments to be made for the interview?

If you are invited to interview, please advise the recruitment administrator what adjustment you would require at the interview in as much detail as possible to enable arrangements to be put into place via recruitment@fact.co.uk

Access to Work can also help if, for example, you need a British Sign Language (BSL) interpreter or other communication support at the interview.