



Complementary Therapies for Working with Victims and Survivors.

The Ely Centre are inviting applications from competent, experienced and appropriately qualified Complementary therapists to deliver therapies to Victims and Survivors on a sessional basis in our target areas of Fermanagh and South Tyrone and South Armagh

The Ely Centre Overview

The Ely Centre is a Registered Charity specialising in the provision of multi-disciplinary support services for civilians, security force personnel and their families, who have experienced bereavement and injury as a result of the "Troubles".

The Ely Centre is committed to serving innocent victims and survivors, ex service personnel, their families and carers by providing evidenced based outcome focused treatments, prevention and support services that address issues of declining psychological, physical health, social and financial difficulties arising as a result of the troubles.

The Organisation formed by relatives of the bereaved and injured of 1987 Enniskillen Poppy Day Bomb which claimed the lives of 12 innocent civilians and injured scores more, has over the last three decades developed into a proven centre of excellence in providing care and support for victims and survivors of the Troubles and their families.

More details here: www.elycentre.com

Role description

We see this role to have a range of priorities:

- To provide one to one complementary therapy to Victims and Survivors.
- To act as a liaison for other Ely Centre Health and Well Being staff.
- To travel to any Ely Centre outreach centre as required.
- To inform individuals about the range of support services offered by The Ely Centre to encourage a holistic approach.
- To work closely with identified Ely Centre staff to ensure that all appropriate procedures and processes are followed at all times.

- Attend a meeting with Head of Clinical Services and Health & Wellbeing Team and/or other relevant Ely Centre staff periodically throughout the year
- Liaise with Head of Clinical Services and Health & Wellbeing Teams immediately should a problem arise, relating to the well-being of a Client or if identified that they may need any other support or referral pathway.
- Attend a minimum of 4 service review meetings with the Head of Clinical Services
- Ensure all processes (Including Mymop Monitoring and other relevant documentation) are completed and submitted accurately and kept up to date and that any other required paperwork is returned to the Director of Services , Health and Well Being Team or Finance Officer at Ely Centre fully completed and on time.
- Be prepared to deliver a flexible service for The Ely Centre to enable us to meet the needs of our client base.

The tender format is as follows:

- a) Applicants must demonstrate and provide evidence where appropriate how they meet all elements of the essential criteria. Please note it is important to address each criteria listed above in your application. Failure to do so will result in your tender application being deemed ineligible.
- b) Applicants must be able to demonstrate value for money. A cost per hour inclusive of travel, subsistence and VAT should be provided up to a maximum of £25 per session.
- c) Applicants must be able to demonstrate a flexible approach to service delivery.
- d) Applicants must include a full and up to date CV or organisational brochure with their application.
- e) Applicants must include a copy of all relevant certificates.
- f) Applicants must include evidence of membership of a regulatory body such as *FHT/ GRCCT*
- g) Applicants must include evidence of Professional Liability Insurance to a minimum of £5 million
- h) Applicants must outline what days and times they would be available to deliver services on behalf of The Ely Centre. Please be aware dependant upon client need we may need to deliver sessions both during the day and some evenings.
- i) Tender applications must include a completed Declaration of Employment Status form

Copies of tender proposals should be forwarded in a plain envelope clearly marked "Tender for Complementary Therapies" to:

Head of Services
The Ely Centre
52 Forthill Street, Enniskillen, BT74 6AJ

Any tender applications not including all information above will be discounted as incomplete and will not move to scoring.

The Ely Centre will use the information supplied to score all tender applications. Please take note of weighting criteria as this will be used to total scores and only applicants who score over 70 will be added to our Approved Sub Contractors List. Although a score of 70 or more will enable an applicant's details to be added to our Approved Sub Contractors List this does not constitute any guarantee of hours. Please note any successful tender will only be valid for a period of 24 months from 1st April 2019 to 31st March 2021.

The Ely Centre operates in line with the General Data Protection Regulations 2018. This means we will treat the information you provide to us with strict confidentiality. At times we may need to share some of your information with other staff, funders and other stakeholders.

Award Criteria	Score out of 100
Membership of Regulatory Body	10
Demonstration of value for money	20
Flexible approach to working	10
Evidence of insurance	10
Demonstration of qualifications	20
Commitment to receiving regular supervision	2
Mental Health First Aid Qualification, commitment to undertake	2
Emergency First Aid at Work Qualification, commitment to undertake	2
Keeping Adults Safe Training Qualification, commitment to undertake	2
Keeping Children Safe Training Qualification, commitment to undertake	2

Trauma Training, commitment to undertake	2
Details of hours of availability	15
CV included	3

Contact Details: If you require further information, wish to clarify any points or have difficulty relating to the tender documentation before submission of your proposal the contact point is

Mr Lee McDowell

Email: lee@elycentre.co.uk Tel: 028 66320977

START AND COMPLETION DATES

It is anticipated that funding for this service delivery will be from 1st April 2019 to 31st March 2021.



Invitation to Tender for Complementary Therapy Services

NAME: _____ TELEPHONE: _____

EMAIL: _____ DATE: _____

Essential Criteria

1. Please provide details of relevant qualifications this must include minimum of a Level 3 Certificate in Body Massage and a Level 3 Diploma in Reflexology.

2. Please demonstrate your experience of working on a one to one basis with individuals affected physically and psychologically as a result of the Troubles.

3. Please state details relating to supervision.

4. Please state membership details of Regulatory Body.

5. Have you completed Trauma Training? If so please detail dates of completion and include a copy of your certificate with your tender.

6. Have you completed Mental Health First Aid (or equivalent) training? If so please detail dates of completion and include a copy of your certificate with your tender.

7. Have you completed Keeping Children Safe Training within the last 2 years? If so please detail dates of completion and include a copy of your certificate with your tender.

8. Have you completed Keeping Adults Safe Training within the last 2 years? If so please detail dates of completion and include a copy of your certificate with your tender.

9. Have you completed Emergency First Aid training within the last 2 years? If so please detail dates of completion and include a copy of your certificate with your tender.
10. Please state your cost per hour inclusive of travel, subsistence and VAT.
11. Outline days and times available for delivery of sessions.

Check List for Applicants

Work with Victims and Survivors	
Demonstration of value for money/breakdown of costs	
CV included	
Regulatory Membership details	
Insurance Certificate to a minimum of £5 million	
Mental Health First Aid Certificate	
Emergency First Aid at Work certificate	

Keeping Adults Safe Training Certificate	
Keeping Children Safe Training Certificate	
Trauma Training Certificate	
Certificates	