Recruitment Notes for Applicants

These notes are designed to support you in completing your application and preparing for each stage of the recruitment process. Please read them carefully before starting your online form.

If you require adjustments or support with your application, please contact us at Jobs@sor.org

Understanding the Selection Process
Your application form is the primary tool used for shortlisting and for informing interview discussions. To ensure fairness and consistency, all decisions are based solely on the information you provide in your online form. Applications are anonymised and must be fully completed, even if you have previously worked with or are known to the SoR / CoR.

The closing date for applications is detailed in the job advertisement and applications cannot be accepted after this deadline. We may close a vacancy early if we receive a high volume of interest, so early submission is encouraged.

Review the Job Description and Person Specification
Please read these documents carefully to understand the purpose of the role and the essential skills, knowledge and experience required.

Reflect on Your Experience
Consider how your previous roles, voluntary work, training or other relevant experiences demonstrate the required criteria. Use specific examples that show how you meet the essential requirements.

Preparing to Complete the Online Form
We use an online application system (Hireful). The form includes an accessibility menu that allows you to adjust the display to suit your needs.

Before you begin gather your career history, education details and supporting information.

You may return to a partially completed form before submitting, using the link emailed to you, provided the vacancy remains open. Once you submit your application, it cannot be edited.

What to Include
Whilst you may be asked to upload your CV, this is used to pre-populate your application and is not used at shortlisting stage. Please therefore complete the application form in full.

Section 1: Pre-Application Questions – word limit 200 words
This section assesses key elements of the essential criteria. You may be asked to provide detailed responses to specific questions. You cannot return to this section once you move on, so it is important to check you are content with your answers before doing so.

The questions relevant to this vacancy are below:

1) *With dates, briefly describe your experience of PA / EA support at Director level, level of complexity in your diary management experience and travel schedules, type of stakeholder management and complexity of email management, noting volumes and nature of emails that you deal with on behalf of your Director.*

2) *Describe your experience of managing Board level meetings and associated board packs, including, co-ordination of stakeholders, production of board packs, preparing presentations and researching information, record keeping, minute taking, stakeholder management, follow up of actions.*

3) *Without breaching confidentiality, describe your experience of dealing with charity grant applications, and associated governance processes.*

Section 2: Main Application Form

You will be asked to provide:

- Personal and contact details
- Full employment history, including dates, responsibilities, reasons for leaving
- Education and training
- A supporting statement **(word limit 400 words)** that provides further evidence of how you meet the criteria.

Please review your application carefully before submitting. Remember, once you submit your application, it cannot be edited. You will receive an email confirming receipt

If you have questions or require adjustments of support with your application, please contact the HR team at Jobs@sor.org

You can apply through our website: https://www.sor.org/jobs

Use of AI in Applications

We do not use Artificial Intelligence (AI) to shortlist candidates. All applications are reviewed by trained panel members using a consistent and inclusive process.

While AI tools can help you structure your application, it is essential that your answers reflect your own experience and are personalised. Generic or non-specific responses are unlikely to address the essential criteria and may disadvantage your application.

What Happens Next

Shortlisting takes place shortly after the closing date. Applications and diversity information remain fully anonymised throughout.

Shortlisting decisions are based only on the evidence you provide in relation to the essential criteria. Without clear and detailed examples, you are unlikely to be shortlisted.

If shortlisted, we will contact you by phone and email with details of the interview process.

Please inform us immediately if you require any adjustments.
In some cases, there may be multiple assessment stages; if so, we will provide full details.

Privacy Statement

Information you provide will be used for recruitment and selection purposes only. Diversity information is anonymised. Unsuccessful applicant data is stored for a maximum of six months. If appointed, your application will form part of your staff record and will be retained according to our data retention policy.

For more information, please refer to the SoR / CoR privacy notice on our website:
https://www.sor.org/