

## The recruitment process

We are aware of the busy lives that people lead and want to make this application process as simple and flexible as possible to allow you the best opportunity to submit a successful application.

Posts will be advertised for a period of four weeks minimum, and applications should be submitted via the online application form.

All applications received by the deadline will be read and scored by a shortlisting panel. Each application will be given a score based on how well the applicant has shown that they meet the criteria set out in the person specification.

We will let you know if you are being invited to interview via email, and will also inform unsuccessful candidates.

Interviews will be held during the week advertised, and will be conducted remotely using Zoom. We appreciate that it may be difficult to attend at a set time if you have other commitments such as childcare so if you are selected for interview we will contact you to find a time that suits both you and the interview panel.

Candidates who have been selected for interview will be asked to prepare a short presentation / undertake a skills test. Full details of this will be provided once an invitation to attend an interview has been accepted.

You will be interviewed via Zoom and you will be asked to make your presentation via Zoom / complete your skills test online.

All candidates will be informed by email within a week whether they have been successful or not.

## Guidance on applying



Please read the job description and person specification carefully before applying for the post. Only applicants who demonstrate that they meet the essential criteria will be selected for interview.

Applications must be submitted using the online application form. Please do not send CVs or cover letters as these will not be considered.

Please read all the questions before starting to complete your application.

You can save your application at any time and return later to it at any time.

We recommend using each criterion as a sub-heading in your application so that you clearly demonstrate how your skills and experience fit each one in turn.

We recommend that you write your answers in a separate document and then cut and paste them into the application form.

Your application will be scored by how well you demonstrate that you meet the criteria specified for the post so it is important that you give clear examples of how you meet criteria and provide information on how you have gained and used your experience. Please, do not simply state that you have a particular skill. Your examples can be from paid or unpaid work and you may want to draw on other aspects of your life such as, studying, social activities, sport or community work.

There is a guidance video available here: <https://youtu.be/VA-gYmPF9rg>

If you have any questions with the online application process, you can email us on [recruitment@engender.org.uk](mailto:recruitment@engender.org.uk) for support. The shortlisting and interview panel will not know that you have done this.

## Frequently asked questions



### ***Can you sponsor my visa?***

Unfortunately, we are rarely in a position to sponsor visa applications. Where this is an option, it will be made explicit in the job listing.

### ***I've not worked in the women's sector before, can I still apply?***

Of course! We welcome applications from people with a wide range of backgrounds, skills and experiences.

### ***I want to work part-time, flexible hours, or job-share, can I still apply?***

As a feminist employer we strive to reflect our principles in our practice and are proud of the wide range of flexible working opportunities that we are happy to consider. This includes, but is not limited to; home working, tele working, condensed hours, annualised hours, term-time working, flexible hours of work, part-time / reduced hours and job-share.

### ***I'm not based in Edinburgh or Glasgow, can I still apply?***

Absolutely. At the moment, many events and activities are still taking place online and all staff are either working remotely or in a hybrid way between home and office. Our staff live and work across Scotland and are required in some instances to be in Edinburgh or Glasgow, but the frequency of this depends on their role. At other times home or hybrid working is an option for staff that choose it. For more specific information on the location requirements of the role you are applying for, please see the job description.

### ***I can't make the advertised interview date, can I still apply?***

Yes! We advertise an interview date as it can help people plan, but we can be flexible about when the interview will take place, based on individual applicant circumstances.

