

Candidate Guidance Notes for applying to Jobs at The Bird of Prey Project

Applications should be completed following the instruction provided for each specific role via www.birdofpreyproject.org/opportunities/

Note that application instruction may vary slightly depending on the role applied for, so refer to individual job advertisement packs or descriptions before applying.

Depending on the role, you may be asked to provide:

- A CV
- A cover letter
- A completed application form – which may ask for qualification history, employment history, current role/employer and up to two references

If you have any further queries or are unable to apply via the avenues outlined above, please contact naomi@birdofpreyproject.org.

Before you start

All candidates will be asked to provide the following information:

- Your personal contact details
- One - Two references: If employed/studying at least one reference should be from the current employer/educational establishment and should be someone at a more senior level to the individual. Please note that we will only contact your referees once an offer has been made and accepted. If this is your first employment, we accept other references that could be from a voluntary placement or sports/activity club for example.

In our longer application form we may also ask for:

- Employment history
- Details of relevant professional qualifications

Our longer application form will also ask 'About you', and contains boxes for you to detail your skills, knowledge, and experience relevant to the role – in line with the essential and desirable criteria outlined in the advert.

We recommend that you evidence how you meet each of the criteria requested - take time to think about the situation, what you did, and what the outcome was. There is a word count in this part of the application form.

As an example, if the 'Essential skills, knowledge and experience' section of the job description lists 'experience in leading a team' as a criteria, then it is a good idea to tell us about your leadership skills and experience, and to give examples of situations where you have led a team.

We will also ask 'Why work for The Bird of Prey Project?'. Here we are looking to understand what motivated you to apply for a role at The Project and why you are committed to our mission.

Please note you must complete all sections of the application form.

What to expect when you have applied

Once you have sent off your application, you should receive an email confirming receipt of your application within the next 3-5 working days – we'd encourage you to get in touch if you haven't received confirmation after that time period has passed.

If you have been successful transitioning to interview, we will get in touch to arrange a date – first interviews may be conducted either in person or via teams, and if second interviews or multiple day interviews are required, these will be conducted in person on our site at The Bird of Prey Project.

Due to potential high numbers of applicants, we may not always be able to provide alternative interview slots to suit your availability but we will always endeavour to do so where possible.