



## **Information about the Refugee Action recruitment process**

Thank you for your interest in this position at Refugee Action.

At Refugee Action we operate an anonymised recruitment process. This means that we will remove all candidate names, contact details and information within the Equal Opportunities Monitoring section from the application before it is shared with the shortlisting panel. The shortlisting panel will only see the sections of the application that they need to make an assessment on your skills and experience.

This is to ensure that the shortlisting process is only based on the your skills, experience and knowledge of the role, to create equal opportunities and to lessen the risk of conscious or unconscious bias.

To submit your application, you will need to complete the following sections in full:

- Your Experience, Skills and Knowledge
- Confirmation of whether you have lived experience as a refugee or asylum seeker
- Work experience – employment and volunteering
- Education and training
- Equal opportunities data (this will not be shared with the shortlisting panel)

More information about how to complete each section can be found below. If you have any queries regarding the process and application please send an email to [recruitment@refugee-action.org.uk](mailto:recruitment@refugee-action.org.uk)

## **Advice on completing the application**

**Please read through the following notes before completing the online application.**

It is important to read the job description and person specification (bullet points listed in the job description) carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed in the person specification. Those shortlisted for interview will be the candidates who best demonstrate that they meet the points listed in the person specification.

Shortlisting is the process whereby a panel review your written answers against the person specification points listed in the job description. The panel score each answer in order to determine who will be interviewed for the role.

## **The following sections of the application will be shared with the shortlisting panel:**

### **Experience, Skills, Understanding and Knowledge:**

- This is the most important part of the application and it is essential that you complete this as fully as possible. We cannot assume any skills, experience or knowledge that you have and therefore you need to explain how your skills, knowledge, experience and understanding match the points in the person specification.
- When filling in this section, try to give specific examples so that those shortlisting have evidence as to how you meet the person specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an example of when you have

done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities, in particular.

- Do include details of relevant skills and experience you have gained outside formal work, and through training.
- Before moving on, make sure that you have covered all sections of the person specification.

### **Lived Experience**

We ask all candidates to confirm whether they have lived experience as a refugee or asylum seeker. This is because we are a charity committed to shifting power to those with lived experience and increasing refugee representation within the organisation.

However, our roles are open to all those with the right experience, knowledge and skills regardless of whether you have lived experience or not.

### **Employment & Volunteering**

- Please give brief details (dates, job title if appropriate, main duties) of any work experience (paid or unpaid). Do also refer to your work experience (paid or unpaid) in the Experience, Skills, Understanding and Knowledge section where appropriate.

### **Education & Training**

- Please give brief details of any relevant education or training.

### **The following sections of the application will not be shared with the shortlisting panel**

- Candidate name and contact details
- Equal Opportunities Data

### **The shortlisting process**

Shortlisting is completed by a panel of three Refugee Action staff members, who review anonymised versions of your application. The Shortlisting Panel will independently score each application depending on how well you have demonstrated that you meet all of the Experience, Skills, Understanding and Knowledge listed in the person specification. They then meet as a group to discuss their scores and decide which candidates' answers have scored the highest.

### **Feedback**

Please note that due to the number of applications we receive, we are unable to provide feedback to candidates who are not shortlisted for interview.

Thank you for your interest in Refugee Action. We look forward to receiving your application.