

How to Apply

Overview of the Application Process

Providing information about you and your eligibility for the role, which must be completed by the closing date of 10am on Friday 13th December 2019.

You will need to complete written responses to five competency-based questions, which will be scored against objective criteria. Please ensure that your answers are thorough, explaining your role, what you did and the outcomes. Each answer should be no more than 400 words per and should not refer to your Protected Characteristics. This is due to Barnardo's commitment to equality, diversity and inclusion, which includes efforts to tackle conscious and unconscious bias in our recruitment practice.

This is due to Barnardo's Equality Diversity and Inclusion commitments to 'improve the hiring practices to increase the number of under-represented groups in the charity, and educate to eliminate unconscious and conscious bias'.

The application form also includes space for you to include a summary of your work history (500 words maximum). Please note that your Career Summary will not be scored therefore it is important to give detailed answers to the competency questions. Please note that we do NOT require your CV or a supporting statement and we will not assess them if supplied.

Those successful in progressing to the next stage will be informed by Friday 10th January 2020 and will be asked to take part in an interview with GatenbySanderson 20th, 21st and 22nd January 2020.

The final stage for those who are successful in the preliminary interviews with GatenbySanderson will then attend a final panel interview with Barnardo's w/c 24th February 2020.

More detail about each stage is provided below.

Stage One – Registering and Creating an Account

If you are not already registered with GatenbySanderson, you will need to create an account at www.gatenbysanderson.com by clicking the 'Register' button on the right. Complete the details on the registration form and choose a password. Please note that your username is the email address you have provided. Keep these safe as you will need your account details to receive messages from us securely.

Once you have set up an account, you can log in at any time using your email address and the password you have created.

We'll communicate with you throughout the process via notification messages in your account. We'll send you emails to alert you to a new message, but you will need to login to your account to access it. Occasionally, these messages can go into your spam folder, so please check this regularly. This is to protect your privacy.

Please make sure that you have downloaded the role profile before considering an application; this is available in the 'Downloads' section at the very start of the online application process.

You will also find in the 'Downloads' section a Word document which includes five competency questions for the role and space for your responses.

To continue, click on the blue 'Apply Now' button.

Stage Two– Availability for Interviews section

Stage Three – Equal Opportunities Monitoring

You will next be asked to complete an online Equal Opportunities monitoring form. Information provided will be treated as strictly confidential and held securely in line with data protection and other relevant legislation and will be used for monitoring purposes only.

Stage Four– Contact Information, Existing Commitments and References

In the 'Apply' section of the online process, we will also ask you to complete some additional online sections, including: full name and contact information; details of other commitments/employment; conflicts of interest; and names and contact details for two referees (please note we shall NOT approach these individuals without your prior consent, and referencing will take place in early 2020 for selected candidates only).

Stage Five – Interview with GatenbySanderson

The next stage of the process is a competency-based interview for those candidates who submit the highest-scoring responses to the competency questions. This will last around 60 minutes and will be linked to the competencies associated with the role. Responses will be scored and graded, with the highest scoring candidates being progressed to final panel interview.

We would ask that applicants provide their preferred date so that we can plan the interview schedules. This information is to be provided in the 'About You' step that forms part of the application process.

We'll deal with your application as quickly as possible.

Monitoring Information

We value diversity and inclusion and we are committed to ensuring our processes and procedures are fair, transparent and free from unlawful discrimination. We are fully committed to making the appointment process accessible at all stages for any applicants with a disability. Please contact us as soon as possible to discuss your individual requirements. To ensure we are treating candidates fairly, we monitor diversity at all stages of the appointments process. The application process includes an online equal opportunities monitoring form.

Information provided will be treated as strictly confidential and held securely in line with data protection and other relevant legislation and will be used for monitoring purposes only. It will not be seen by anyone directly involved in the selection process and will not be treated as part of your application. No information will be published or used in any way which allows any individuals to be identified.