giving nature a home
rspb

Applying for an RSPB role

All applications for RSPB roles need to be made through our online eRecruitment system.

If for any reason you are unable to complete an online application, please contact the individual named in the job advert or recruitmentenquiries@rspb.org.uk to discuss other ways to apply.

Depending on the role, you will be required to either:

- Provide a copy of your CV and complete a short form
- Provide a copy of your CV and complete a full application including evidence on how you meet the skills, knowledge, and experience requested; or
- Complete an application form to evidence of how your meet the skills, knowledge, and experience requested.

Before you start

All candidates will be asked to provide the undernoted information as part of the application process, so it's a good idea to have the following information to hand:

- Your contact details
- Employment history for the last 5 years
- Details of any professional qualifications relevant to the role
- Details of at least 2 professional referees – 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.

Our longer application form will ask 'About you'. In this section we want to know about your skills, knowledge, and experience relevant to the role.

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. We recommend you prepare this in a word document before transferring the information into the application. The maximum character count for this section is 15000 characters (including spaces).

As an example, if the 'what we need from you' section of the job description lists 'experience in leading a team' as an essential 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.

Secondly, we will ask 'Why us?'. Here we are looking to understand what motivated you to apply for a role at the RSPB and it's a further opportunity for you to tell the recruiting manager about yourself and why you would want to work with the RSPB. The maximum character count for this section is 5000 characters.

Important – please complete all the information including referee details and equal opportunities data. This information is kept entirely confidential from recruiting mangers and will only be used if you are successful in the role and once permission has been given to approach any referees.

What to expect when you apply

Once you have completed the first page and clicked the 'start application' button for one of our roles on our careers page, you will automatically receive an email thanking you for your interest in the position.
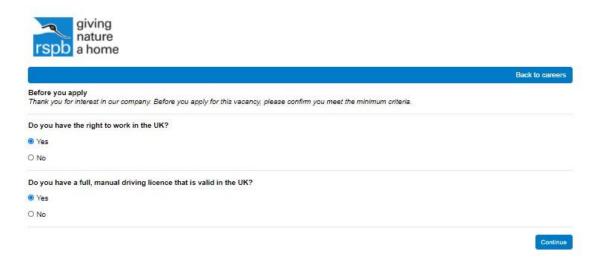
This email will advise you that, once complete, your application will be reviewed by the hiring manager and that you can expect to be contacted once they have been able to fully consider your application.

It will also include a link to enable you to access your online application while it is still incomplete.

You will also receive a further email from Vacancy Filler advising you that we have gathered some personal data about you. This email will enable you to register for the applicant gateway where you will be able to see this data and you will also be able to withdraw and delete your application if you need to.

NB - once you upload your CV and click start application you will not be able to remove or change the CV, so please be sure you have uploaded the correct one.
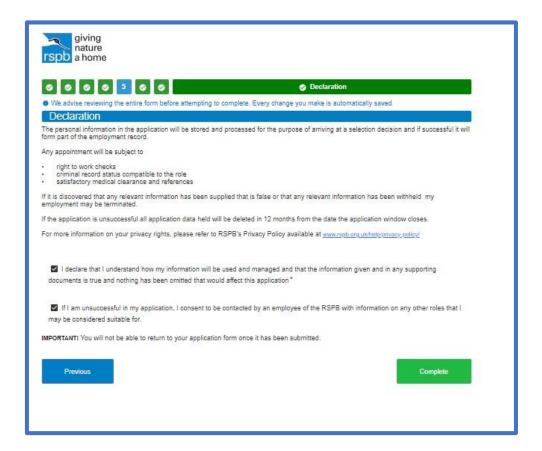
Depending on the role you may also be asked a couple of key questions relating to minimum criteria for the role on offer – see below:

NB – if you are not able to answer yes to these questions you will not be able to take on the role and therefore you will not be able to proceed with your application.

When working through the application - make sure that each of the pages of the form have been completed (they will turn green and you will see a tick) and that you complete the final declaration by pressing the complete button (see below). Please be aware that once submitted you will not be able to make any changes. You will then receive another email

thanking you for applying for the role and know that your application is complete and received.

NB - the hiring manager for each role will aim let you know the outcome regardless of whether you have been successful or not within 4 weeks of the closing date. This this time frame is dependent on how many applications have come through**.**

Due to the sheer volume of applications it is not guaranteed that the hiring manager will be able to provide individual feedback.

Please note that once the application is complete you are not able to edit or resubmit your application.

Applicants should direct any queries to the recruiting manager listed on the advert, or to recruitmentenquiries@rspb.org.uk