



## Applying for a Fundraising role with the RSPB

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](mailto:recruitmentenquiries@rspb.org.uk) to discuss other ways in which to apply.

### 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:

- An up-to-date copy of your CV. **Please note that once you submit a CV, you cannot edit this document.**
- Your contact details; and
- Details of at least 2 professional referees. At least one reference should be from the current employer/educational establishment and should be someone at a more senior level than yourself. Please note that we will only contact your referees once an offer has been made and accepted as part of the onboarding process.

### Screening Questions

At the beginning of the application form process, you will be asked a number of yes/no questions, to make sure that you are eligible for the role.

If you would like to discuss these prior to applying, please contact the Resourcing Advisor listed in the advert. These questions include:

- Are you happy to work 3 out of 4 weekends?
- Are you happy to work outside?
- Are you happy to travel up to an hour away from your home postcode each day?
- Are you able to lift up to 15kg in weight on your own?
- Are you happy adhering to your local Covid-19 precautions?
- Do you have internet and a space to work from at home?

**Please note that if you are not able to answer 'yes' to *all* of these questions, then you would not be eligible for this position, and the system will advise that we would not look to proceed with your application.**

# What to expect when you apply

Once you have completed the first page, uploaded a CV and clicked the 'start application' button, you will automatically receive an email thanking you for your interest in the position.

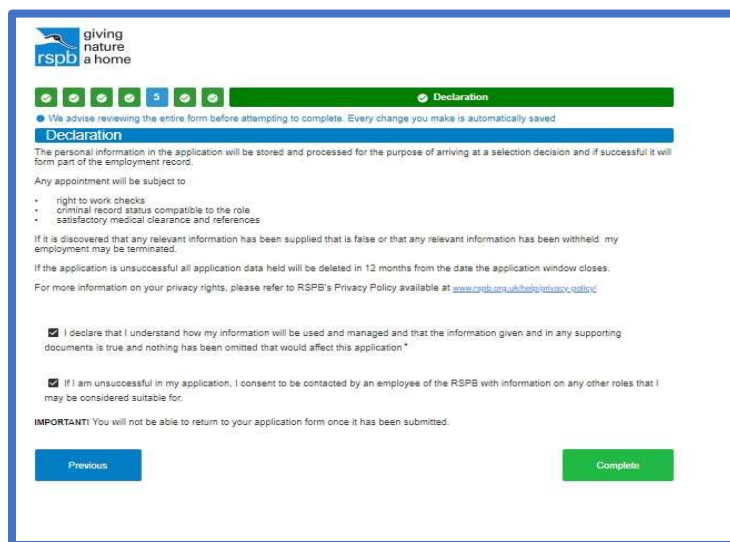
This email will advise you that, once complete, your application will be reviewed by the hiring manager and that you can expect to be contacted once they have been able to fully consider your application.

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

## Completing 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 at this point you can know that your application is complete and received.

**Please note that the Equal Opportunities and Recruitment Monitoring section of your application will be kept entirely confidential from recruiting managers, and Referees will only be contacted with your permission.**



The screenshot shows the 'Declaration' page of an online application form. At the top left is the RSPB logo with the tagline 'giving nature a home'. A progress bar at the top shows several steps, with the final step 'Declaration' highlighted in green and containing a white checkmark. Below the progress bar, a blue banner reads 'Declaration' and a note says 'We advise reviewing the entire form before attempting to complete. Every change you make is automatically saved'. The main text explains that personal information will be stored for selection purposes and lists conditions for appointment: right to work checks, criminal record status, and satisfactory medical clearance. It also includes a disclaimer about data deletion and a link to the RSPB Privacy Policy. Two checkboxes are present: one for declaring the information is true and another for consenting to be contacted for other roles. At the bottom, there are two buttons: 'Previous' (blue) and 'Complete' (green).

**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 time frame is dependent on how many applications have come through.

Please note that once the application is complete you will not be able to edit or resubmit your application. Applicants should direct any queries to the Resourcing Advisor listed on the advert, or to [recruitmentenquiries@rspb.org.uk](mailto:recruitmentenquiries@rspb.org.uk)

## What happens next?

Should you be shortlisted for the role, you will be sent an email with a link to a video questionnaire, giving you an opportunity to tell us more about yourself!