

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 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.

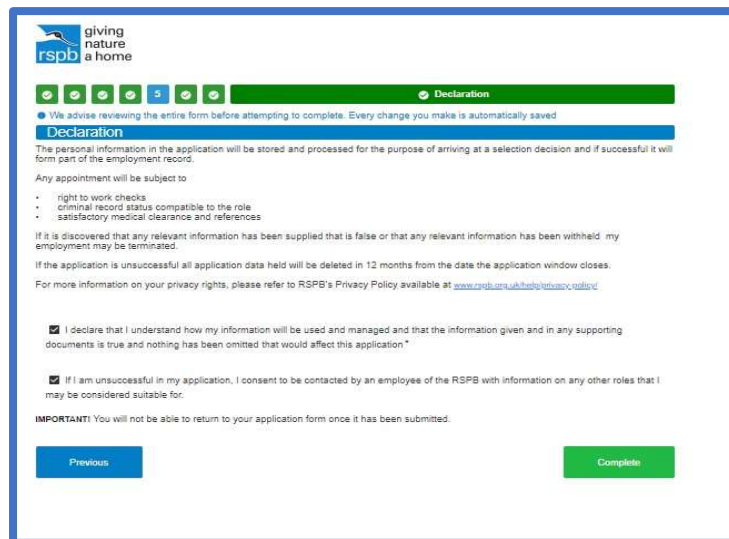
This email will advise you that, once complete, your application will be reviewed by the hiring manager and that you can expect to be contacted once they have been able to fully consider your application.

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 for RSPB. The page header includes the RSPB logo and the text 'giving nature a home'. A progress bar at the top shows several steps, with the 'Declaration' step highlighted in green. Below the progress bar, there is a blue bar with the text 'Declaration' and a sub-header 'Declaration'. The main content area contains the following text: 'The personal information in the application will be stored and processed for the purpose of arriving at a selection decision and if successful it will form part of the employment record.' This is followed by a list of conditions for appointment: 'Any appointment will be subject to' with bullet points for 'right to work checks', 'criminal record status compatible to the role', and 'satisfactory medical clearance and references'. There are also two paragraphs of disclaimer text regarding information deletion and privacy policy. At the bottom, there are two checkboxes: one for declaring understanding of information use, and another for consenting to contact for other roles. Below these are two buttons: 'Previous' (blue) and 'Complete' (green). An 'IMPORTANT!' note states that the application cannot be returned to once submitted.

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

What happens next?

As this is a public-facing role we are looking for Fundraisers with good presentation skills and are able to think on their feet. Should you be shortlisted for the role you will be sent an email with a link to a video questionnaire, giving you the opportunity to tell us more about yourself. Should you have any problems with this part of our application process please do get in contact and we can arrange an alternative way.