



How to Apply for a Job at Groundswell

Groundswell aims to be an equal opportunities employer. The application and selection interview are the only tools used in the selection process. We will be conducting a blind recruitment process which means that all names and identifying information will be removed from your application before being presented to the selection panel. Candidates are shortlisted on the basis of how they demonstrate that they meet the person specification in their covering letter. Therefore it is important that your cover letter addresses how you meet each of the criteria listed in the person specification as fully as possible and why you would like to work for Groundswell.

The following advice is designed to help you with your application:

Read the job description, person specification and general information on the organisation

This information will help you gain an understanding of how Groundswell is organised, what the aims of the organisation are, and what the job entails.

Look carefully at the person specification

The person specification states what essential skills, experience, knowledge and understanding we feel an applicant should have, as well as desirable areas that would assist you in carrying out your duties. A person having all these abilities and experience would be an ideal candidate. As none of us are perfect, please do not be put off from applying if you do not have all the desirable skills mentioned.

Look at your experience

Show that you have the necessary experience for the job. Try explaining your previous/current job to someone else. It may help to uncover 'hidden' skills etc, that you take for granted.

Include any experiences you have had outside of work. Such as community/voluntary/leisure/political interests. Consider in what ways you have had to develop or use skills relevant to the post. Also remember that your life experience is also valid.

Do not undervalue yourself; if it is relevant information, include it in your application.



Write a covering letter

A good way to start is list all the essential criteria listed in the person specification and write a couple of sentences under each. This makes sure that you have addressed all the points. Do a rough draft first. It will help to avoid mistakes and repetitions and ensure that the final version is well organised, well presented and relevant.

Gear your application to the specific job using the person specification as a guide for the area to be covered. If you send only a CV, and do not directly address all the questions in your cover letter/personal statement, you will not be considered for shortlisting.

Do not simply repeat your current duties. Pick out the skills, knowledge and experience required by the job and show that you have them.