

Guidance for applicants

Our recruitment process is designed to match the right person with the right job. We are committed to provide a fair process that gives all candidates the opportunity to showcase their skills, experience and qualities.

Before applying for a role you should look carefully at the Person Specification in the Applicant Pack. Consider how you meet the criteria listed and how you can demonstrate that.

Application Stage

We want candidates to use the method of applying for a role that they feel will best convey the skills & experience listed in the person specification (these will be marked with an 'A' next to the criteria).

You are invited to submit Supporting Information that evidences the specific criteria we have asked for. This can be written, an audio recording or visual presentation. What will be important is showing us how you meet the person specification through whatever method you like. Your application does not have to be elaborate or long and we are not assessing you on your choice of how you evidence your application.

But do remember that it must be about the requirements of the post.

Please ensure that you mark your application clearly e.g. if submitting an audio recording use your name and the job you are applying for in the title.

The recruitment panel will assess and score each application to decide a shortlist of candidates.

All candidates will also need to provide some basic information for us to be able to log and process your application. An application form is available to download from our website. If you need help completing the form or require it in a different format please do not hesitate to contact us at jobs@sheffieldfutures.org.uk or by phoning 0114 2012800. For candidates without access to a computer please do arrange a time with us to use our facilities at Star House, Division St.

Interviews

Interviews give the opportunity for us to dig a little deeper to understand your skills, experience and qualities better and see how they match the role. It is also an opportunity for you to ask questions of us and add any further information you want to share.

Interview panels will usually be made up of 2-3 members of staff and where possible include a Young Advisor (who provide us with advice on youth-related issues, engaging young people in services, and making sure young people have a voice in how services are designed and run).

You will be asked a set of interview questions that directly relate to the vacancy and the person specification. Wherever possible do try and support your answers with examples.

Candidates are very welcome to bring pen & paper to jot notes down during the interview (this can help some people focus) and to ask the panel to repeat questions.

Some posts may also require candidates to complete a practical assessment to determine candidates skills. Practical assessments might be given to you on the day or in advance. It could be a brief to deliver a presentation, an 'in-tray' exercise, a group activity, a specific technical task or any other relevant opportunity for you to show us your skills.

Candidates that are shortlisted will be told more about if and what the task will be.

Some people can feel nervous in interviews and the panel will appreciate this. It is absolutely fine if you need to gather your thoughts before answering a question or if you don't understand something to ask for clarification. Remember the panel want to hear about you and it's not a stage audition!

Equality, diversity & inclusion

Sheffield Futures believes that equality of opportunity and diversity is to the benefit of all individuals in our organisation. We actively welcome applications from anyone that meets the job requirements and want to encourage diversity within the staff team.

We welcome candidates to discuss any required adjustments that will help them to fully participate in the recruitment process. Below are just a few adjustment possibilities but we will liaise with you to make the appropriate adjustments.

- Changes to the physical space for the selection process. This could include being held on the ground floor to enable easier access, and in a room with significant floor space.
- Extra time may be given for written exercises or presentations.
- Large print versions of instructions can be provided.
- Instructions can be provided in different colours.
- Interviews may be held over Microsoft Teams or in person.
- Questions may be repeated, or printed out to be seen during the interview.

- You can request to visit Star House in advance of the selection process so you are comfortable with the building and its accessibility.

Please contact Clare, Jess or Jeanette in the HR team if you'd like to discuss what would support you.

Additional Information for successful candidates

DBS Please be aware that this post will be subject to a Disclosure and Barring Service check. This may be an enhanced disclosure. If you are successful you must, therefore be prepared to disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.

References All successful candidates will be required to give contact details of two referees. Ideally these would both be employment referees.