

**Guide to completing the application form**

Thank you for the interest you have shown in our vacancy. These notes are to help you make the most of your application.

As part of our commitment to equality we anonymise applications before shortlisting them to reduce the risk of bias.

**Completing the Supporting Statement**

We have listed the criteria we are interested in assessing at each stage of the recruitment process in the table below. Please ensure that you provide information on all of the criteria that we will be marking at the application stage.

World Habitat requires the successful applicant to demonstrate through actual examples that they have the knowledge, technical skills, experience and the behaviours, to fulfil the role requirements.

You must describe a real situation that you have played a significant part in. Applicants who merely state that they have the knowledge and experience are unlikely to be short-listed for interview.

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| **Criteria for Programme Manager Post** | **Scored at Application form stage** | **Scored at Interview** | **Scored at test** |
| Support the mission, vision and values of World Habitat. |  | Checkmark with solid fill |  |
| The ability to build, collaborate and maintain positive working relationships with partners and stakeholders. | Checkmark with solid fill | Checkmark with solid fill |  |
| Knowledge of issues, organisations and networks relating to current UK and/or international housing policy and practice. | Checkmark with solid fill | Checkmark with solid fill |  |
| Competence in undertaking scoping research to establish the current state of knowledge in an area of work | Checkmark with solid fill | Checkmark with solid fill |  |
| Excellent analytical skills, including the ability to draw conclusions and make recommendations based on research and evidence. | Checkmark with solid fill |  | Checkmark with solid fill |
| Excellent written, numeracy and verbal skills, ability to communicate complex issues in a clear, concise and accessible manner, to a range of audiences. | Checkmark with solid fill | Checkmark with solid fill | Checkmark with solid fill |
| Experience in commissioning research and/or collating good practice, including experience of sharing findings e.g. reports, case studies, blogs. | Checkmark with solid fill |  |  |
| Ability to work with a variety of MS-Office IT software. |  |  | Checkmark with solid fill |
| Strong project management skills, including an ability to self-organise and plan work effectively, producing quality work within tight and competing deadlines. | Checkmark with solid fill | Checkmark with solid fill |  |
| Graduate degree or equivalent experience. | Checkmark with solid fill |  |  |
| Fluent written and spoken French or Spanish (desirable). | Checkmark with solid fill |  |  |
| Be conscientious, honest and reliable. |  | Checkmark with solid fill |  |
| Be proactive and resourceful, with an ability to work independently, as well as in co-operation with others. | Checkmark with solid fill | Checkmark with solid fill |  |
| Prepared and able to travel within UK and overseas on a regular basis. |  | Checkmark with solid fill |  |
| Willingness to engage in continuing professional development, including a capacity and desire to develop knowledge and skills. |  | Checkmark with solid fill |  |
| Existing permission to work in the United Kingdom | Checkmark with solid fill |  |  |

If you have any questions about completing this application form, please email [recuitment@world-habitat.org](mailto:recuitment@world-habitat.org).

If you have any questions about the role please contact:

For the World Habitat Awards role: [Mariana.Gallo@world-habitat.org](mailto:Mariana.Gallo@world-habitat.org)

or

For the Homelessness Programme role [Patrick.Duce@world-habitat.org](mailto:Patrick.Duce@world-habitat.org)