



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.

| Criteria for HR & Facilities Officer | Scored at Application form stage | Scored at Interview | Scored at test |
|--|----------------------------------|---------------------|----------------|
| Excellent verbal skills, ability to communicate complex issues in a clear, concise and accessible manner to a range of audiences, including the Chief Executive, Board of Trustees, Senior Management and external partners. | ✓ | ✓ | ✓ |
| Excellent writing skills, including the ability to take and record accurate minutes from Board meetings. | ✓ | ✓ | ✓ |
| Excellent numeracy skills, including the ability to ensure all accounting records are maintained accurately and in a timely manner. | | ✓ | |
| Excellent analytical skills, including the ability to draw conclusions and make recommendations based on evidence. | ✓ | ✓ | |
| Knowledge of Salesforce or a similar CRM system. | ✓ | ✓ | |
| Excellent MS Office skills, including Advanced-level Word, Outlook, PowerPoint and Excel. | ✓ | ✓ | |
| Have relevant experience working within an office for 5+ years. | ✓ | | |

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|--|---|---|---|
| Degree level qualification (or equivalent relevant experience). | ✓ | | |
| Experience in HR | ✓ | ✓ | ✓ |
| Ability to work on own initiative, including making effective decisions. | ✓ | ✓ | ✓ |
| Ability to work with a varied workload and work to deadlines. | ✓ | ✓ | |
| Prepared and able to travel within UK and overseas if required. | | ✓ | |
| Strong self-management skills, including an ability to organise and plan work effectively, producing quality work independently, as well as in co-operation with others, within tight deadlines. | ✓ | ✓ | |
| Be conscientious, honest and reliable. | | ✓ | |
| Has integrity, discretion and the ability to deal with confidential information. | ✓ | ✓ | |
| Is tactful, diplomatic, friendly and approachable, with the ability to deal positively and assertively with a wide range of people. | ✓ | ✓ | |
| A demonstrably strong commitment to equality, diversity and ethics. | | ✓ | |
| Willingness to engage in continuing professional development, including a capacity and desire to develop knowledge and skills. | | ✓ | |
| Support the mission, vision and values of World Habitat. | | ✓ | |
| Existing permission to work in the United Kingdom. | ✓ | | |

If you have any questions about completing this application form, please email recruitment@world-habitat.org

If you have any specific questions about the role please contact: Joanne.kovach@world-habitat.org