



The Recruitment Process

Going through a recruitment process can be very stressful, so we aim to reduce this by ensuring good communication and support to candidates at all stages of the recruitment process and we ensure that we offer additional support to those who need it, for example people with disabilities, or who are neurodivergent.

Recruitment Process

The Recruitment Process

- ✓ Application received
- ✓ Respond to confirm receipt
- ✓ Application form anonymised
- ✓ Outcome of shortlisting process



The stages of the recruitment process are as follows:

- We receive your application by and respond to confirm that we have received it and let you know the date we will contact you about the outcome of the shortlisting process.
- We anonymise all application forms to remove any potential unconscious bias.
- Following the shortlisting process, if your application is unsuccessful, we will let you know.

Continued on next page

Recruitment Process

The Recruitment Process

- ✓ Application received
- ✓ Respond to confirm receipt
- ✓ Application form anonymised
- ✓ Outcome of shortlisting process
- ✓ Invite to interview sent
- ✓ Outcome of interview process
- ✓ HR Officer communication to discuss next steps



- If your application is successful, we will send you an invitation to interview email informing you of the:
 - date,
 - time and
 - location of the interview,
 - who the interview panel are,
 - and the details of any tests or presentations which you may need to prepare for.
 - For many of our roles, we also send you the interview questions in line with our neurodiversity policy, to allow you to prepare, as well as letting you bring prompt cards.
 - We will also ask you if you need us to make any reasonable adjustments for you.
- Following your interview, the recruiting manager will phone you to let you know the outcome of the interview stage.
- If you are successfully offered the role, then the HR Officer will make contact with you, to discuss any next steps.

Candidate Application Pack

Each vacancy will have a Candidate application pack, where you can find out about the:

- role,
- the salary and benefits,
- and the skills and experience that you need to have familiarity with, in order to do the role.

If you need to have a DBS check and complete a Confidential declaration form, this will also be shown.

The Candidate application pack



**Administrator for Ministry
& Leadership Team
Candidate Application
Pack**

Role Summary

Key Responsibilities

Key Contacts

Salary & Benefits

DBS Check requirement

Occupational Requirement to be Christian

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.
AF=Application Form; Int = Interview; Tests/Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	✓		AF
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/IT
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/IT
Experience of using general IT systems and a high level of skill in using emails, word processors, websites, spreadsheets and databases	✓		AF/IT
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF()
Ability to maintain the highest standards of confidentiality	✓		AF()
Ability to work both collaboratively within a team, and on their own initiative	✓		AF()
Excellent interpersonal and communication skills in general communications, individual emails, in-person and on the phone	✓		AF()
Ability to understand, operate and explain complex administrative processes	✓		AF/IT
Knowledge of the Church of England structures and practices		✓	I
Personal Qualities			
Positive and approachable	✓		AF()
Able to be calm under pressure	✓		AF()
Supportive of the aims of the Church of England and the values of the diocese office: • Community: To have a sense of togetherness and common purpose, with room for differences • Openness: To show humility and love for one another, to be welcoming and to have grace and patience • Integrity: To be genuine, authentic and honest, and value each other • Service: To recognise people's needs, give without expectation and use our gifts for each other	✓		AF()

There will also be a section which says whether you need to be Christian to fulfil this role or whether it is not a requirement of the role. Not all of our roles require you to be Christian, however they do require you to be comfortable working for a Christian faith organisation.

The Candidate application pack is in an accessible format, therefore can be used with screen readers, but a large font version of this is also available.

Equal Opportunities form



Equality, Diversity and Inclusion Statement

We welcome Diversity at the Diocesan Board of Finance

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you. If you meet the shortlisting criteria then we guarantee that we will offer you an interview.

All employees undertake equality, diversity and inclusion training.



Equal Opportunities Form

Coventry DBF wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only some staff in the organisation's Human Resources function.

What is your gender?

Man	
Woman	
Non-Binary	
Other – Please specify	
Prefer not to say	

Are you married or in a Civil partnership?

Yes	
No	
Prefer not to say	

What is your age bracket?

16-24	
25-29	
30-34	
35-39	

We also ask you to complete an equal opportunities form and send it to us along with your application form.

Only the HR Officer will see this form, the recruitment panel do not see this.

While completion of this form is voluntary, we encourage applicants to complete this, so we can ensure that we are fulfilling our obligations to create a truly diverse workplace by ensuring that we advertise in a way that reaches everyone in our Diocese.

This form is set up to be used by screen readers and speech to text software. There is also a large font version of this form available.

Completing the Application Form

Completing the application form

Candidate Declaration	
I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if I am employed and such information is found to be false, I am liable to dismissal without notice. If employed, I agree to abide by the Organisation's rules and regulations as are currently in operation, and as amended by the Coventry Diocesan Board of Finance from time to time. If you are applying for a post which requires a DBS check, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the Wording of these cautions and convictions can be found at the Disclosure and Barring Service website. The provisions of the Data Protection Act 1998 preclude the Coventry Diocesan Board of Finance from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of the Coventry Diocesan Board of Finance within that timeframe. Your signature on this form indicates your acceptance of the above conditions. If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment. By signing this document, you confirm that you are free to remain and work in the UK with no current immigration restrictions. Signature: _____ Date: _____	

Application Form	
 	
Post Applied For: _____	
Where did you first see this vacancy? _____	
Personal Details	
Title: _____	
Surname: _____	
Forename: _____	
Known As (not nickname): _____	
Address: _____	
Home phone number: _____	
Mobile phone number: _____	
Email Address: _____	
Do you have a current driving license? _____	
If so, do you have any penalty points (give details): _____	

References	
Present Employer	
Name: _____	_____
Address: _____	_____
Email Address: _____	_____
Occupation: _____	_____
May we apply for a reference now? _____	_____
Personal References – Please give us the details of 2 people who can provide a personal reference for you. They must not be family members or friends.	
Personal Reference 1	
Name: _____	_____
Address: _____	_____
Email Address: _____	_____
Occupation: _____	_____
Personal Reference 2	
Name: _____	_____
Address: _____	_____
Email Address: _____	_____
Occupation: _____	_____

When completing our application form, please make sure you complete all sections in full.

The application form is suitable for screen readers and for speech to text software

Carefully read the advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.

Ensure that you complete the references section in full. We will not contact your referees unless you have been offered the role.

You should also ensure that you sign the candidate declaration section, confirming that you are free to remain and work in the UK with no restrictions.

Please note, that we do not have a license to sponsor skilled workers who are seeking work in the UK

The Person Specification

The person specification shows which criteria you need to have familiarity with, in order to do the role.

We understand that no-one is perfect, or will meet 100% of the shortlisting criteria so please do not be put off applying if there are some areas you have less experience in.

We offer training and support to all our employees to ensure any gaps of knowledge are addressed.

If you have a disability or are neurodivergent and you meet the shortlisting criteria, we guarantee that we will offer you an interview.

In the first column of the person specification, are the qualifications, skills and experience needed for this role.

The next column is the essential Criteria which are key to the role, and it is this that we use to shortlist your application.

The next column is the desirable criteria which are things that are “nice to have” or can be taught “on the job”.

Continued on next page...

Person Specification			
This section details the attributes which are required in order to undertake the full remit of this post.			
AF=Application Form; Int=Interview; Test=Written and Verbal Test			
Qualifications and requirements	Essential	Desirable	Means of Assessment
Qualifications			
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, websites, spreadsheets and databases	✓		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF/I
Ability to maintain the highest standards of confidentiality	✓		AF/I
Ability to work both, collaboratively within a team, and on their own initiative	✓		AF/I
Excellent interpersonal and communication skills in general communications, individual emails, in-person and on the phone	✓		AF/I
Ability to understand, operate and explain complex administrative processes	✓		AF/I/T
Knowledge of the Church of England structures and practices.		✓	I
Personal Qualities			
Positive and approachable	✓		AF/I
Able to be calm under pressure	✓		AF/I
Supportive of the aims of the Church of England and the values of the diocese office: • Community: To have a sense of togetherness and common purpose, with room for differences • Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience • Integrity: To be genuine, authentic and honest, and value each other • Service: To recognise people's needs, give without expectation and use our gifts for each other	✓		AF/I

The Person Specification

We only score against the desirable criteria if many applicants scores are very close on the essential criteria.

In the final column you will notice initials such as AF, I or T. These are the methods we will use to assess you.

- “AF” means application form, so we will look for this information in your application form
- “I” means that we will assess this at interview
- And “T” means that we will assess this with a test or presentation at interview, the details of which would be sent to you if you are invited for interview.

Where there is a test of presentation required, we will ask you if you need any reasonable adjustments to support you with this, and with the rest of the interview process.

Where you see more than 1 letter, for example AF and I, this means you would be scored on this criteria at both the application form stage, and the interview stage.

Person Specification			
This section details the attributes which are required in order to undertake the full remit of this post.			
AF=Application Form; Int = Interview; Test=Written and Verbal Test			
Qualifications and requirements	Essential	Desirable	Means of Assessment
Qualifications			
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, websites, spreadsheets and databases	✓		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF/I
Ability to maintain the highest standards of confidentiality	✓		AF/I
Ability to work both, collaboratively within a team, and on their own initiative	✓		AF/I
Excellent interpersonal and communication skills in general communications, individual emails, in-person and on the phone	✓		AF/I
Ability to understand, operate and explain complex administrative processes	✓		AF/I/T
Knowledge of the Church of England structures and practices.		✓	I
Personal Qualities			
Positive and approachable	✓		AF/I
Able to be calm under pressure	✓		AF/I
Supportive of the aims of the Church of England and the values of the diocese office: • Community: To have a sense of togetherness and common purpose, with room for differences • Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience • Integrity: To be genuine, authentic and honest, and value each other • Service: To recognise people's needs, give without expectation and use our gifts for each other	✓		AF/I

The STAR Method

Why do you feel you are suited to this post? For each section on the Person Specification, please give examples to show why you are suited to the post you are applying for. You could use the STAR method to lay out your answers against each item on the Person Specification.

The STAR method is as follows:

- S – Situation – what was the situation you were facing?
- T – Task – What was it that you needed to do?
- A – Action – How did you complete the task and why? (highlight only your contribution, not others)
- R – Result – What was the outcome of your actions, what went well, and what did you learn?

When completing the section which asks why you feel that you are suited to the post; this is where you need to identify your skills and experience that match with the person specification

You should think about relevant examples from your current job, a previous job, your personal life, community or any voluntary work that you undertake.

For each item on the person specification lay out your answer in the STAR method.

On the next few slides is a basic example to give you an idea of how to do this, but you will need to write as much as possible to show that you meet the criteria

Note that you should only highlight your contribution and not other peoples.

The STAR Method - S

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	✓		AF
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, spreadsheets, presentation software, etc.	✓		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF/I

Criteria – Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines

S – My current role is very busy as I manage the diaries of three Directors, who all have different needs

Let's take the Criteria "Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines"

Let's start with S for Situation – what was the situation you were facing?

You could say – "My current role is very busy as I manage the diaries of three Directors, who all have different needs"

The STAR Method - T

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	✓		AF
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, spreadsheets, presentation software	✓		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF/I

Criteria – Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines

S – My current role is very busy as I manage the diaries of three Directors, who all have different needs

T – To ensure that I deliver a PA function to all three Directors efficiently.....

Then T for Task – What was it that you needed to do?

You could say – “*That I need to ensure that I deliver a PA function to all three Directors efficiently.....*”

The STAR Method - A

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	√		AF
Flexibility to travel occasionally across the diocese		√	AF
Willingness to work flexibly with occasional weekend or evening events if required	√		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	√		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	√		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors, spreadsheets	√		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	√		AF/I

Criteria – Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines

S – My current role is very busy as I manage the diaries of three Directors, who all have different needs

T – To ensure that I deliver a PA function to all three Directors efficiently.....

A – I do this by allocating specific time to each of the Directors each morning to do a run through of what they have on that day and what support they need from me, and I let them know what work I have to do for the other two Directors. That way I can plan my day around the support they each need.....

Then A which means Action – How did you complete the task and why?

You could say, “I do this by allocating specific time to each of the Directors each morning to do a run through of what they have on that day and what support they need from me. Then I let them know what work I have to do for the other two Directors. That way I can plan my day around the support they each need.....”

The STAR Method - R

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Qualifications and requirements	Essential	Desirable	Means of Assessment
GCSE Grade C in Maths and English, or equivalent qualifications	✓		AF
Flexibility to travel occasionally across the diocese		✓	AF
Willingness to work flexibly with occasional weekend or evening events if required	✓		AF
Experience, skills and knowledge			
Experience of administration in a busy office environment	✓		AF/I/T
Excellent administrative skills with the ability to work accurately and with attention to detail	✓		AF/T
Experience of using general IT systems and a high level of skill in using emails, word processors,	✓		AF/I/T
Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines	✓		AF/I

Criteria – Experience of managing a busy workload, multi-tasking and meeting sometimes competing deadlines

S – My current role is very busy as I manage the diaries of three Directors, who all have different needs

T – To ensure that I deliver a PA function to all three Directors efficiently.....

A – I do this by allocating specific time to each of the Directors each morning to do a run through of what they have on that day and what support they need from me, and I let them know what work I have to do for the other two Directors. That way I can plan my day around the support they each need.....

R – That I deliver an efficient service where all the Directors have everything that they need to perform their role, and know they can rely on me, but I also don't get overloaded with work, and I am able to meet my deadlines.....

And then R for Result – What was the outcome of your actions, what went well, and what did you learn?

You could say – “That I deliver an efficient service where all the Directors have everything that they need, to perform their role, and know they can rely on me, but I also don't get overloaded with work, and I am able to meet my deadlines.....”

Questions

If you have any questions about the role you will find the recruiting manager's details on the advert.

If you have any general questions about recruitment, you can email the recruitment email address which is also on the advert, and one of the HR team will get back to you.

