



Insert PCC/Parish
Logo



Candidate Recruitment Pack

About the Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull.

With our network of over 200 parishes, we have a Christian presence in every local community.

We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities.

We have 2 Bishops in our Diocese:



The Bishop of Coventry
The Rt Revd Dr Christopher Cocksworth



The Bishop of Warwick
The Rt Revd John Stroyan

About the PCC/PARISH

- INSERT INFORMATION ABOUT YOUR PARISH.



Note from the Vicar/Rector etc

INSERT A NOTE FROM THE VICAR ETC THANKING THE CANDIDATE
FOR THEIR INTEREST IN YOUR PARISH



Equality, Diversity & Inclusion

“There is neither Jew nor Gentile, neither slave nor free,
nor is there male and female, for you are all one in Christ
Jesus” (Galatians 3:28)

Equality, Diversity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, *“There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus”*.

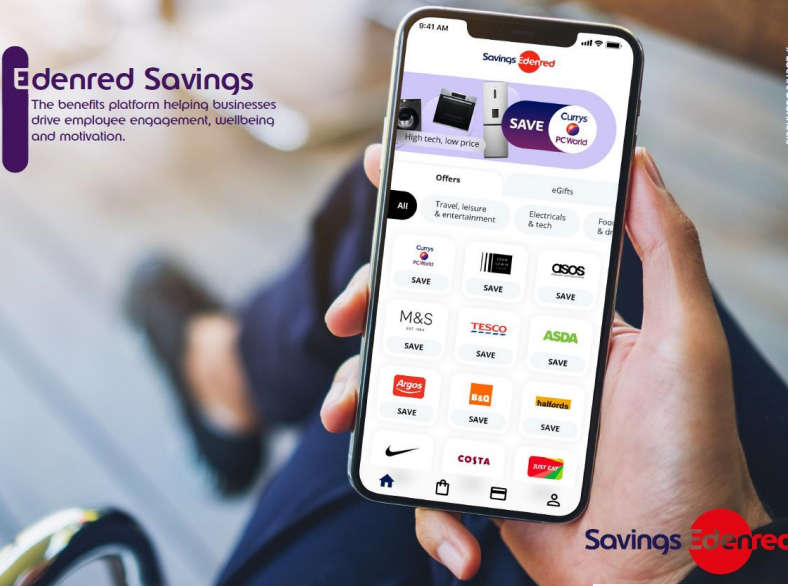
If you have a disability or long-term illness that you feel prevents you from meeting any of the essential criteria detailed in the person specification, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

OurValues

If you have any organization/Church values you can add them here



Employee Benefits



Our Benefits in Detail

- Insert here any benefits you offer to your employees:
- Generous salary in the Charity Sector
- We pay, at a minimum, the Real Living Wage to all our employees
- Pension Scheme with employer pension contributions of X%
- Life Assurance of 2 x Salary
- X days annual leave, plus bank holidays and an additional X days leave at Christmas
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Reward and Recognition Package
- Eye Care Vouchers
- Training & Development
- Free Bible study resources
- Weekly Tea/Coffee Staff get togethers and other staff events



The Application form

Tips to maximise your success

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.
 - “Describe your present employment in terms of responsibilities and relationships”
 - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).



APPLICATION FORM



Post Applied For:				
Where did you first see this vacancy?	Diocesan website	<input type="checkbox"/>	Diocesan eBulletin	<input type="checkbox"/>
	Pathways	<input type="checkbox"/>	Charity Jobs	<input type="checkbox"/>
	WMI Jobs	<input type="checkbox"/>	Indeed	<input type="checkbox"/>
	Third Sector Jobs	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
	Employment agency (please state which)			
Other (please state)				

PERSONAL DETAILS

Surname (Including Preferred Title)			
Forename(s)		Known As (not nickname)	
Address (inc. Postcode)			
Home Telephone No:			
Daytime Telephone No:			
Mobile Telephone No:			
E-Mail Address			
Do you hold a current Driving Licence	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Details of any Penalty Points			

EDUCATION AND TRAINING

Secondary Education – Name(s) of School(s)	State whether full or part-time giving exam results and grades	
University/College and other Further Education and Training	Type of Course and Subjects Studied	Qualifications

Tips for showing you meet the criteria on the Person Specification

- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
- Don't assume that we have knowledge of the situation/context that you are writing about.
- Avoid using acronyms as we may not know what they mean.
- Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, in order to do the role, so please give as much detail as you can. It is the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake.
- Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
- When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
 - 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?



Thank you for applying to work for us

If you have any questions, you can contact the **RESPONSIBLE PERSON** or Recruiting Manager whose details are written on the job advert.

We wish you every success with your application and thank you for your interest in our **Parish**.