

How to apply for jobs advertised with Butterfly Conservation

All our job vacancies will be advertised on our website.

You can apply online via the link provided on our website within the [jobs page](#) where you will find details about the post including a job description and the link to our online recruitment platform [Hireful](#).

Completing the online application form

Please complete all parts of the application form, carefully considering the requirements of both the job description and the person specification. The application form is the main source of information used to decide whether you will be selected for further consideration.

The job description for the post will detail the essential and desirable criteria for the role.

Candidates will be asked to complete some supplementary competency based questions in support of their application. It is essential, therefore, that candidates complete their responses to these questions thoroughly. For example, these will require candidates to respond using specific examples and will demonstrate the candidate's ability to talk about a particular skill or personality trait. For example, candidates may be asked to "describe a time you've successfully used communication skills" or to "provide an example of a situation when you dealt with conflict within your team". Candidates will need to structure their response accordingly to ensure it is well structured and covers all elements required. To assist with this, it is useful to use the STAR mnemonic method of response:

Situation – start by talking about and outlining the situation you were in.

Task – Talk about the task and what was required of you?

Action – what did you do and what action/s did you take and why?

Result – summarise the results of your actions.

When using the STAR method to structure the examples to the question, candidates can use it to highlight particular skills and qualities they have. Examples can be drawn from work, home or volunteering. Examples need to be kept short and to the point. Responses to each of the competency questions should be in the region of 200-300 words in length.

Do's and don'ts for your application

Do's:

- Apply even if you don't feel you have strong evidence for all criteria in the person specification/job profile.
- Be concise.
- Consider all aspects of your current and previous roles when including evidence on your application form. The tasks you carry out regularly may be overlooked.
- Remember it is perfectly acceptable to include evidence from previous roles you have held and other aspects of your life e.g. from voluntary work, school/college/university or personal achievements etc.



Butterfly Conservation

Saving butterflies, moths and our environment

- Check that the example you are giving is relevant to the criteria area you are talking about.
- Cross reference pieces of evidence if referring to them in different criteria areas - you may find you repeat information, this does not matter if it is relevant to the criteria you are evidencing.
- 'Sell yourself'. Avoid being modest about your achievements. Use 'I'.
- Attempt to make a link between the work you do now and the post you are applying for.
- Refer back to your employment appraisals and reviews to establish if there are key aspects of your current work that are relevant to the role you are applying for.
- Try to incorporate the STAR method to help you fully evidence each criteria (and as detailed above).
- Consider typing your application form using Microsoft Word for ease of readability ahead of copying and pasting into the online application.
- Use spell-check facilities available – but also ensure you read the form through too.
- Submit your form on time. The closing date and time will be shown within the advert on our website, and we cannot accept late applications.
- Keep a copy for interview preparation (or for future applications).
- Contact the hiring line manager (details will be shown within the advert) to ensure you understand the role your applying for and seek any clarity about the role if needed by contacting hr@butterfly-conservation.org

Don'ts:

- Do not leave blank spaces or omissions when filling in the form.
- Do not make general or philosophical comments or statements that do not evidence the way you work.
- Do not use acronyms or jargon that are not commonly known.
- Do not take credit for somebody else's achievements or work.
- Do not use unnecessary words or name individuals.

General

Please detail your full employment history, including the reason for any gaps in employment, within your application form. The gaps in employment will be discussed with you if you are selected for interview.

You also need to complete the equal opportunities information sheet and submit it with your online application form. This information is used for statistical monitoring purposes only and will be separated from your application. It will not be considered during the shortlisting selection process or be seen by any manager involved in making the appointment.

As we need the same range of information from all candidates we are not able to accept CVs or testimonials in place of an application form. Therefore, please do not attempt to attach these to your online application or send them to our HR email address as they will not be considered.

Application form in another format

If candidates require the application form in a different format then if they contact hr@butterfly-conservation.org or telephone 01929 406024 and detail their requirements then we will respond to that specific request.

Referees

You will need to give the names and addresses of two people who can provide references for you. One must be your current employer, or last employer if you are currently unemployed. If you have worked for your current employer for less than six months you must attach details of your previous employer. The other referee cannot be related to you in any way.

For positions which are subject to a DBS certificate at either a standard or enhanced level all employers within the last 5 years will be contacted to confirm employment details.

Appointment documentation

Successful candidates will be advised separately of the onboarding and clearance processes and requirements before a start date can be confirmed and will be required to provide the following after interview:

- Originals and photocopies of qualification certificates
- Originals and photocopies of proof of membership/registration with professional bodies, as appropriate
- Original and photocopies of evidence of identity check, e.g. passport, birth certificate, driving licence
- Evidence of the right to work in the United Kingdom, e.g. passport, birth certificate, residence permit
- Driving licence (where required)
- Other evidence of identity for Disclosure and Barring Service checks. This will be detailed if you are appointed following interview.