APPLICATION TIPS FOR CANDIDATES

Increase your chance of meeting us at interview with our top tips for your application.

Planning

- Assess your qualities, capabilities and qualifications against the requirements set out in the job description.
- Use the details in the job description and job advert to get a realistic idea of the day-to-day responsibilities of the role.
- Research the Woodland Trust - check out our website and social media channels.
- If you feel you need more information drop us an email, we'll be happy to help. Email us at **recruitment@woodlandtrust.org.uk**

Applying

- Ensure your contact information is correct. Our recruitment process is anonymous until applicants are selected for interview, so if you reach this stage we need to be able to invite you to meet us.
- If you are uploading your CV as well, make sure it's up-to-date and matches the details in your application.
- Emphasise what you've achieved professionally and personally so far, don't focus on what you haven't done.
- Make sure your application is specific to the role you're applying for.
- In your supporting information, link your experiences to the requirements of the job description. Reference specific examples and outcomes where possible.
- Share your supporting information with a trusted source, like a family member or friend, for feedback before submitting your final application.
- If you're having difficulty submitting your application or need it in a more accessible format please contact us at **recruitment@woodlandtrust.org.uk**

OUR ORGANISATIONAL NATURE

(Values & ways of working)



Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.

- Collaborate with purpose, working in partnerships and staying connected.
- Act with fairness and compassion, being considerate and respectful of everyone.
- Actively explore and integrate diverse perspectives and expertise that add value.
- Celebrate successes big and small, recognising each other meaningfully.



Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.

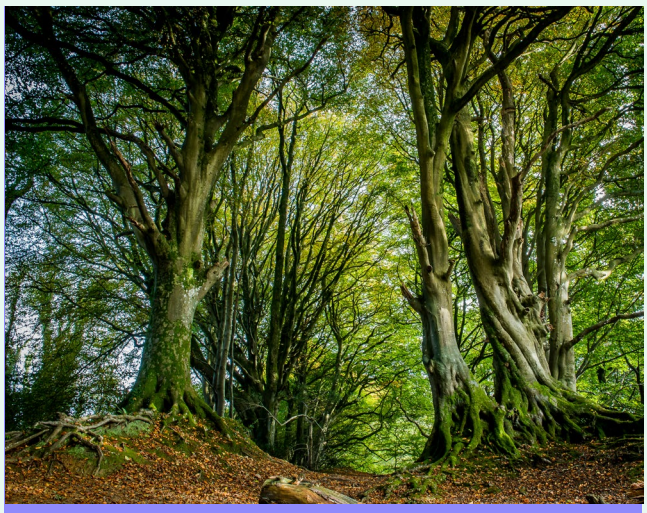
- Stay curious and innovative, free to explore new ideas that further our aims.
- Be courageous and confident, showing bravery and being sincere.
- Stand up for our cause, knowing it's okay to challenge when we need to.
- Learn from experiences and expertise, applying improvements and sharing openly.



Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.

- Stay focused, keeping it simple where possible and making it happen.
- Take personal responsibility for time, owning decisions and actions.
- Be proactive and flexible, refining how we work.
- Take time to pause, reflecting on strengths and weaknesses.



Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

- Show dedication, harnessing enthusiasm to make a meaningful contribution.
- Connect people with what we do, inspiring them to stand with us for the benefit of the cause.
- Think long-term, taking the actions that are needed today.
- Work sustainably, staying commercially aware and always considering our impact.

WOODLAND TRUST

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