OASIS CHARITABLE TRUST

OASIS COMMUNITY PARTNERSHIPS

RECRUITMENT PACK





Thank you for your interest in working with Oasis.

We are very pleased to be advertising this role. To us, it means that as an organisation, we are changing, renewing and continuing to work to meet the needs of those we serve. This booklet aims to give you some background to Oasis, who we are, what we believe, how we work and perhaps answer some of the questions you may have about the recruitment process in general. We hope that after reading this recruitment pack you will be inspired and feel encouraged to join us. We would love to hear from you.

As well as this Recruitment Pack, we are pleased to attach a Job Description/Person Specification for your consideration and completion of your application.

To apply, please send your CV and a Supporting Statement (no more than two A4 pages) to recruitment@oasisuk.org

Please expand on your CV to tell us about the relevant skills, experience and qualifications you have that relate to the job description and person specification.

Completed applications should be returned by 9am on Friday 27 Nov 2026

Interviews will take place on Thursday 3 December.

We would like to take this opportunity to thank you for your interest in Oasis and look forward to hearing from you in the near future.

Job Title: *Support Administrator*

Location: *Oasis Hub Hobmoor*

Salary
The salary offered is: £16,830 per annum (£28,051 for 1 FTE)

Hours
24 hours per week

Contract
Permanent
Subject to the satisfactory completion of a probationary period, reference checks and completion of an enhanced DBS application.

Sam Easom *(Operations Lead (HR))*
Sukie Rayatt *(People Services Administrator)*

People Services Team for Oasis Charitable Trust, Oasis Community Partnerships & STT
Phone: 0207 921 4335

WHO WE ARE

Steve Chalke founded Oasis in 1985 working with young people, homeless people and others who felt excluded from society. Over the decades Oasis has grown into a family of subsidiaries, with more than 5000 staff across the country, working together to achieve our vision of community where everyone belongs.

Staff working at Oasis come from all walks of life: teachers, youth workers, church goers and church leaders, lawyers, finance and accounting experts, executive assistants, administrators, nurses, fundraisers, PR and comms, counsellors, HR people, ex-students, first-jobbers, career changers, and not forgetting our community workers and dedicated volunteers.

We are a mixed bunch, but we all have a common goal of serving and supporting those around us and our communities.

WHAT WE DO

An easier question might be "what don't we do"! Our projects arise when and where there is need and are often interconnected. Examples of our projects include:



Our approach is to work in “hubs”. We want to see local communities that are characterised by trust, safety, cohesion, mutual support, vibrancy, health and opportunity, as well as increasing capacity to address their own issues. We want to see those who are excluded brought back into the community to share the experience of wholeness and wellbeing.

THE OASIS VISION AND ETHOS

THE OASIS VISION

Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential. To do this, we need people who are willing to reach out to others, seek to understand, build relationships, persevere, and believe things can change for the better. We need people like you!

THE OASIS ETHOS

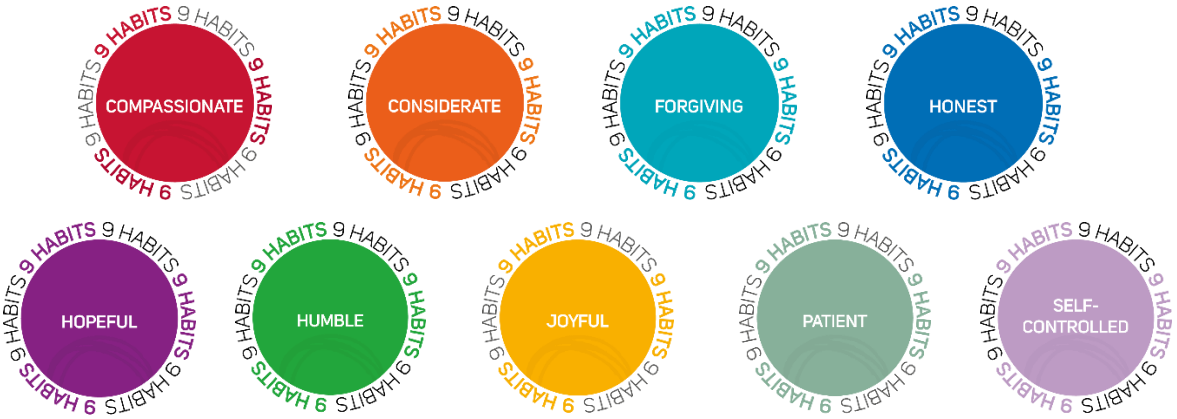
These attributes are reflected in the Oasis ethos:

- **A passion to include.**
- **A desire to treat people equally respecting differences.**
- **A commitment to healthy, open relationships.**
- **A deep sense of hope that things can change and be transformed.**
- **A sense of perseverance to keep going for the long haul.**

As an organisation, we believe that this is what makes us different and will make the difference in the way we work together to serve those we work alongside.

THE OASIS 9 HABITS

It is not just how we can bring about change to others. We also believe in developing our own character and being transformed to become the best version of ourselves. We actively promote and practice the Oasis 9 Habits, which are an invitation to a way of life characterised by being:



WHAT DOES THIS MEAN FOR YOU

When you join Oasis, you are joining an organisation committed to transformation for those we serve, as well as the opportunity to develop yourself personally and professionally.

WHY WORK FOR OASIS

We passionately care about our staff. We can only achieve our goals by understanding and supporting the very people who are our organisation. This means we invest in you by having:

- A focus on your holistic wellbeing.
- A focus on your professional development.
- A focus on your personal development.

The scope of Oasis's work means you have opportunities to stretch yourself and explore a multitude of areas which may be of interest, whether that be community work, youth work, housing issues, human trafficking, global projects, education and community health. You will make connections with a pool of amazing, committed staff, who are happy to share their passion.

BENEFITS

As a charity working to empower people and communities, we know the work is tough and challenging. We can, and do, ask a lot of our teams. Seeing positive change is a reward in itself and we consider it a privilege to be part of the lives of those we serve.

As well as a high level of personal satisfaction, we also offer:

- A salary that will have been graded using our bespoke job evaluation scheme and salary structure, to ensure fairness and transparency in how we remunerate.
- A generous annual leave allowance of 25 days annual leave (plus 8 Bank Holidays), rising to 30 days annual leave after 2 years' service, and up to 33 days annual leave after 8 years' service.
- A non-contributory Grouped Personal Pension Scheme, whereby Oasis pays a 7% contribution of your gross salary into your pension pot (you can choose to personally contribute if you wish).
- Employment policies which reflect the needs of our staff, including flexible working conditions (where possible) and family friendly policies.
- An online induction and training platform with access to a range of web-based and face-to-face training for all employees.
- Season ticket loans for those who work within the M25.
- The opportunity to join a cash benefit healthcare scheme for low monthly contributions, which can also cover your partner and children.
- A corporate eye-care scheme and Cycle to Work Scheme.

In our comprehensive November 2019 Wellbeing Survey, over 90% of staff respondents said they enjoyed their work, found their work interesting, and were passionate about what Oasis stands for.

FAQs

Do you need to be a Christian to work for Oasis?

This is one of our most commonly asked questions. The answer is no. There is a reason our first ethos statement is "A passion to include everyone". Whether you identify as Christian, have beliefs other than Christian or do not have any religious beliefs, our workplace is inclusive of all and provides opportunity for all. We only ask that staff align their work practices with our ethos.

Do you sponsor staff from outside the UK?

Unfortunately not. Oasis is not in a position to sponsor anyone who does not have the right to work in the UK. It is up to applicants to ensure they have this status and can present the correct documentation as proof.

I'm not sure I have all of the qualifications or experience. Should I still apply?

In general, we say the advertised job description and person specification is what we see as the "perfect candidate" for the role. In the real world the "perfect candidate" may not apply! You may have a convincing case for possessing other skills and experiences (including unpaid work) which might also be beneficial. We take a holistic approach and also look for talent, passion, demonstrable commitment and alignment to our ethos.

Do I have to undergo an enhanced DBS check?

If your role is judged to have significant contact with young people then an enhanced DBS check is a condition of employment with Oasis. For other roles a decision will be made on a case by case basis. If you don't want to apply because of a previous criminal record and think this may bar you from working for Oasis, please do contact the People Services team to discuss, as this may not be the case.

EQUALITY DIVERSITY AND INCLUSION

As an organisation, we are committed to monitoring the make up of our organisation and taking steps towards an inclusive workforce, which reflect the communities we work in and ensure equal opportunities to progress. We are doing this by advertising roles to all staff and the local community, as well as online; anonymising application forms at shortlisting stage; having diverse interview panels; training staff in unconscious bias; conducting open staff forums and local Equality, Diversity & Inclusion groups; holding free national conferences on breaking systemic racism. We recognise there are areas of improvement and are accountable for this, so encourage applicants from underrepresented groups to apply for our roles.

Examples of our current staff make up include:



WHAT IS THE RECRUITMENT PROCESS?

1. Please send a completed CV and Supporting Statement to recruitment@oasisuk.org by the closing date. Please ensure you have answered the specified question as part of your Supporting Statement.

2. Once you have applied your application will be acknowledged via email.

3. Closer to the interview date, you will be contacted to advise on the outcome of the shortlisting process by email. We understand there is a commitment of time and emotional investment in completing our application forms, and we thank you for that. Unfortunately, we do not have the resources to provide feedback on unsuccessful applications at shortlisting stage.

4. If shortlisted for interview, you will be called by a member of the People Services team. We will email you with the details of the interview (the date is usually on the job advertisement). You will be asked to bring your proof of right to work in the UK to the interview day for copying.

5. Interviews may consist of a section of the one or more of the following examples: a panel interview, youth panel interview, telephone interview, Skype/Teams interview, a written/computer task, a presentation, group task with other candidates, academy assembly presentation. Sometimes interviews consist of two rounds.

6. After the interview, one of the panel members will call you with the outcome of the interview. Feedback will be provided either on that call or in a subsequent email.

7. The successful candidate will be verbally offered the role and this will be followed up with a formal conditional offer letter from People Services.

8. Once the candidate accepts the conditional offer in writing, People Services will begin the DBS application (if needed) and reference checking. Please note, references will only be taken once the successful candidate has given the authority to do so (i.e. not before an offer has been accepted). One reference must be your current or most recent employer.

9. The successful candidate will then move onto our onboarding process, in preparation for their start date with Oasis.



GDPR CANDIDATE PRIVACY NOTICE

What is the purpose of this document?
Oasis is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor).

It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (*(EU) 2016/679*) (GDPR).

Data Protection Principles
We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and it will not be used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date. (Based on what you have provided to us)
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The Information we collect
In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number(s), personal email address, National Insurance Number, information about your entitlement to work in the UK employment history, qualifications, current and previous levels of remuneration and contact details for referees.
- The information you have provided to us in your curriculum vitae and covering letter (if you have submitted one).
- Any information you provide to us during an interview.
- Any paperwork you may provide post interview in the way of a passport, right to work or birth certificate.

We may also collect, store and use the following "special categories" or sensitive personal information:

- Information about your race, gender, national or ethnic origin, religious beliefs, or your sexual orientation.
- Information about criminal convictions and offences in the UK and internationally.
- Information about your medical history and fitness for work.

How is your information collected?
We collect personal information about candidates from the following sources:

- You, the candidate.
- Your Recruitment Agency, should you be recruited through this route.
- CCPAS and Disclosure and Barring Service in respect of criminal convictions.
- Your named referees, from whom we collect information about your previous employment details and suitability to work with us.
- A course provider if you list a qualification and we need to confirm details.
- Where applicable overseas police apply and the (potential) employer is required to complete a check.

Why do we process personal data?
Essentially, we need to process your personal information to decide whether to enter into a contract of employment with you.
It is in our legitimate interests to make an informed decision whether to appoint you to the role that it would be beneficial to our business.

Having received your application form and any other supporting documentation you provide we will then process that information to decide whether you meet the requirements to be shortlisted for the role.

If we decide to call you for an interview, we will use the contact details you have provided to communicate with you about the recruitment process and take up references prior to interview (if you grant us express permission to do so).
We will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role we will then follow-up on any outstanding references and carry out pre-employment checks, as outlined in the Oasis Recruitment and Selection Policy. These include (but are not limited to) confirmation of your Right to Work in the UK; verification of qualifications; satisfactory completion of a Health assessment and successful completion of an enhanced DBS check with barred list check and where applicable overseas police checks.

If you fail to provide personal information
You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.
You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

How we use sensitive personal information
We will use your sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race, gender, national or ethnic origin, religious, philosophical or moral beliefs, or your sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. We do this with the explicit consent of job applicants, which can be withdrawn at any time.

Information about Criminal convictions
We are obliged to seek information about criminal convictions and offences in the UK and in certain cases internationally. When we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We are entitled to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*)] so is eligible for an enhanced check from the Disclosure and Barring Service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision making
You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data Sharing
Why might you share my personal information with third parties?
Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, the central People Directorate, shortlisters and interviewers involved in the recruitment process, line mangers in the area where the vacancy sits and IT staff if access to the data is necessary for the performance of their roles.
In order to meet our safeguarding duties, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.
The organisation will share data with third party employment background check providers to obtain necessary background checks (for example our occupational health provider when required) and the Disclosure and Barring Service to obtain necessary criminal records checks.
We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.
We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. For more information please refer to the Oasis Privacy Policy.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office (ICO), the UK regulator for data protection issues, of any suspected breach where we are legally required to do so.

Data Retention

How long will you use my information for?

If your application is unsuccessful, we will retain your personal information for a period of **6 months** after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

What if a candidate is successful? And also for agency staff who are successful and engaged for longer than a month should their information be kept in line with other fixed term/permanent staff?

Rights of access, correction, erasure and restriction

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request")
- **Request correction** of the personal information that we hold about you.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Kat Simmonds, Data Protection Lead (DPL).

Data Protection Lead

Our DPL oversees compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPL.

Kat Simmonds
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020 7921 4200 / Kat Agar Kat.Agar@oasisuk.org

If at any time you believe we have made an error in the way we have processed your personal data, you have the right to make a complaint to the ICO at: www.ico.org.uk.