

## Recruitment Process – Research Officer

### Application Requirements

To apply for this role, you will need to submit the answers to the 4 criteria below. We do not require a copy of your CV.

Please give your experience in the following areas. Please limit your answers to no more than 200 words for each criterion below. If your answer goes over 200 words, the additional words will not be reviewed. Please note, that there will be occasions where you will be able to use your examples in more than one answer, please try and show a breadth of examples in your answers across each criterion. Criterion 1 will be used for initial sifting if there are a large number of applications.

**Criterion 1:** Experience in delivering qualitative research methods. Please demonstrate specific examples of work previously undertaken.

**Criterion 2:** Demonstrate your understanding of the process that you would undertake when designing ONE of the following; focus group, workshop or a one-to-one interview with disabled participants.

**Criterion 3:** Describe how you would deal with a focus group participant who is controlling the conversation and not enabling others to contribute to the discussion.

**Criterion 4:** Demonstrate your approach to working within a team on a single research project.

If you do not have experience in any of these areas, please state this in your answer and focus on how you would approach this given the opportunity.

Please send your answer in either a docx or pdf format. Please contact [recruitment@transportforall.org.uk](mailto:recruitment@transportforall.org.uk) to submit your application form, if you require assistance with the application process or wish to apply in alternative formats.

### Shortlisting Process

We will use the STAR method to assess your answers. We will score your answers out of 5, with 5 being answers that include good examples that clearly demonstrate the impact of your actions. Where we receive a large number of applications (over 50) we

undertake an initial shift based on Criterion 1 answers. Those who demonstrate the highest scores will then be shortlisted using the full application criteria.

## **Timeline**

Application deadline: 16th June 2026 3 pm.

Interviews: w/c 6th July 2026

You will be contacted via email about the outcome of your application. There may be unforeseen delays with this outcome email. If you have sent in an application and the date for interviews has passed, you have not been successful; you will still receive an email stating the outcome of your application.

Due to the number of applications received, unsuccessful applications will not receive feedback. Feedback will be provided for unsuccessful candidates at the interview stage. We are unable to sponsor visa applications.

If you are called for interview you will be provided with the interview questions in advance. We endeavour to give all those shortlisted for interview a minimum of 5 days to prepare for the interview. All those interviewed will be provided with feedback on request.