



7. How to apply

This is section 7/8

The deadline for applications is Monday 7 December, 12 noon.

The following section is intended to support you to make a strong application, by providing us with the information we need to best understand how you meet the requirements of the role.

- Read this carefully before completing your application
- Submit your application before the deadline. Get in touch with us if you are having problems submitting on time.
- When you finish submitting your application you will receive a confirmation message.

Please apply for this role in a format that feels most comfortable for you, either text, video or audio. We have no preference and will only evaluate the content of each application, not its production.

Support with making your application

Please contact us at SSW if you have any questions about this role, if you have technical difficulties or you have any access requirements that we can support you with in the application process.

If you would like support in thinking about or articulating how your experiences are transferrable to this role, you can make a time to speak with one of our team who is not involved in the recruitment process. Please email admin@ssw.org.uk with your name, phone number and what you would like to talk about and we will arrange a suitable time.

The application form

- The form does not save as you are filling it in, so we advise you write your answers into a separate document, save it on your computer, then copy and paste your answers or recording links into the form in case you lose your connection or refresh the page while you are filling it in.
- The application form allows you to include links and any related passwords for recorded applications.
- If for access reasons you would prefer to not submit through the online form, there is a .doc and .pdf copy of the questions [available here](#). Once complete, email the

completed form to jenny@ssw.org.uk with “Programme and Communications Fellow application” in the subject, before the deadline.

- In each section there is an indicated word count or recording duration. This is to give you an idea of how much to say and how in depth we expect your answer to be. Please try and tell us everything that is relevant within the word count.
- If there is another format that would support you to do your best application then please get in touch via admin@ssw.org.uk and we will work with you to try and make it possible.

The questions

1. Your name
2. Your pronouns - tell us how you like to be referred to, for example they/them, she/her, he/him or any others.
3. Write or record a letter to the team at SSW. This is the main part of the application and we have broken down what we would like you to tell us about below.
 - a) Why do you want this job?
 - Tell us about what you found exciting when you were reading this job pack. What is it about the role that appeals to you?
 - Think about SSW. Give us a specific example of an existing project or area of work at SSW and tell us what interests you about it and why. It might help to look at our website and past projects if you are unfamiliar with the organisation.
 - b) Tell us how you are a good match for the skills and experience we are looking for. You can tell us about things that relate to your work or life experience.
 - Think about each of the points in the experience, skills and abilities section and give us examples of when you have used or learned each of these things.
 - Think about each of the points in the personal attributes and interests section and tell us how you match these. Again, try to give us examples or tell us how these things are present in your life.
 - c) Tell us how you would benefit from this role and how it fits with your ambitions.
 - Look at what the role offers and think about SSW’s remit. Tell us what you would learn from the role.
 - Look at the additional support offered through the Weston Jerwood Creative Bursaries (see section 8). Tell us how this would support you to progress in your career.

4. Please share the name and contact details of someone who can offer a reference for you.
 - This should be someone who knows you through education, employment, volunteering or personal interests, not someone related to you or a close friend. Think of someone who has worked with you doing something relevant to this role.
 - Remember to ask them if they are ok with you sharing their name and contact details. We will only contact them if you are selected for the role.

5. Equal opportunities questions.

Please complete these questions, as the answers to these questions help us learn who is engaging with this process and who is underrepresented in the organisation. Answers to these questions are treated confidentially.

Selection process

The applications will be read by at least two members of the SSW team. When we review the applications we will consider:

- The case made against the required skills and experience, personal attributes and interests for this role.
- How you would benefit from this opportunity and how it could support you towards your ambitions.
- The case made for your interest in working at SSW and engagement with the programme.

We will score your application based on the three considerations above.

Remote interview

If you are shortlisted we will contact you by email in the w/c 7 December to invite you for a remote interview on 14 or 15 December 2020.

We have decided to carry out a 2-stage interview process to support more face-to-face meetings with people applying. At this point we will want to hear more about the experience and skills you refer to in your application and more about why you have applied for the role. We may ask for examples to understand how you would approach the job. The remote interviews will be with Jenny Salmean, Programme and Communications Manager at SSW and BE PART Fieldwork artist Jack Tan.

The remote interviews will use a platform such as Zoom or Skype. We will provide you with questions beforehand so you can think about what you would like to tell us. We

will also ask you to think of some questions for us. We will speak with each person for 30 minutes maximum.

If you identify as disabled (we follow the social model of disability) you are guaranteed a remote interview at this stage – we recognise the additional barriers you experience and want to address the underrepresentation of disabled people in our team and the arts more widely through this positive action.

We have a budget available to support reasonable access needs for the remote interviews if required. This could include, but is not limited to, captioning, childcare costs or paying someone who knows you well to sit beside you and support your participation. We will work with every person participating in a remote interview on a case-by-case basis to support your needs, as much as possible.

In-person visits

Two people from the remote interviews will be invited to visit SSW on either the 13 or 14 January 2021. We have decided to do this because we feel it's important for you to meet us and visit SSW, to get a sense of how we work and live here and see if it's for you. We will start the day with a short discussion around your interests and passions, with Jenny, Jack and Sam Trotman (SSW Director). Afterwards, the interview process will end and you will be free to get to know the wider team, go for a walk and make something in the workshops.

We will cover reasonable travel costs for this visit. There is an access budget available to support you in visiting, for example if you need to bring someone with you or pay for childcare among other needs.

Outcome

The outcome of the selection process will be confirmed by Wednesday 20 January 2021. We will offer written or verbal feedback for all interviewed applicants. If you would like feedback at this stage, please request it by Wednesday 27 January 2021.

We recognise the work and time involved in this process and want to continue to support shortlisted candidates. If you are unsuccessful at the second stage, we will offer further support to help you get to where you want to be.

All offers of employment will be contingent on satisfactory references. Under the Asylum and Immigration Act we are required to check that everyone employed by SSW has the legal right to work in the UK. We will ask you to provide proof of this at the second interview stage.