

Pre Interview	• Where can I find out information about the post?	Visit our website Job page where you can find the application form and job description. You will also find the invite to apply here, history of the charity and equalities policy.
	• How will you decide whether I will be interviewed?	All applicants are shortlisted in an objective and fair method. For example, names are separated from the application form for this process to remove possible prejudices. The shortlisting is scored against the Job Description and Person Specification document, so please ensure your application reflects that content. Names are reunited to the forms only after each application has a score.
	• I am an asylum seeker; can I apply for this post?	All applicants must demonstrate a right to work in the UK at interview. If you do not have the right to work, then you would be rejected based only on that legal requirement.

During Interview	• I am not available on the interview date, are you flexible with interview dates?	No. We have assembled a panel of interviewers who aim to achieve consistency and fairness to all applicants.
	• What should I wear for my interview?	Please be comfortable. We are looking for someone who can represent STARCH at public sector meetings, so to present yourself in a smart fashion would demonstrate that. It is not necessary to wear a suit to be smart.
	• How long is an interview?	Interviews are anticipated to be around 45 minutes, however please give time for delays in the start of your interview or for if the panel's questions lead you to long answers.
	• Will I have to present at the interview?	There will be a part of the interview where you will be able to present your ability of public speaking as the role will require this.

Post Interview	• When will I find out if my application has been successful?	We have an application deadline, shortly after that our panel will complete a shortlisting of applications and at that point we will select those invited to interview, and contact those who have not been invited to interview by their email supplied. After the interview, we will again contact the successful candidate with an offer and then contact those who have not been successful to talk to them about their interview. Please note that we only interview people who “on paper” appear to be able to do the job. Being rejected at interview is about us comparing you with other applicants.
	• When do you anticipate the successful applicant to start working?	Start dates will depend upon your availability and if you have a current employed position and you need to give notice to your employer. We are not selecting based on availability to start. A reasonable start date may be within a month of the interview subject to the successful candidate’s availability.
	• How flexible can this role be to fit into my lifestyle?	We hope you can find the role to be flexible, however the delivery of the weekly Market-place Event is critical to this role. This is every Tuesday 10am until 2pm.