



Information on the recruitment process

Why you should work for Real

- We are a dynamic, growing third sector organisation. We are firmly driven by our principles and ethos.
- We are a progressive organisation, constantly looking to work more effectively. But this does not mean we abandon our principles.
- We have a good reputation with our funders and our clients.
- We actively embrace diversity in all forms. Our clients relate to us more because we reflect their reality.
- We consider disability in our employees an asset.
- There is a great atmosphere and good staff morale.
- In a number of areas we are at the forefront of being part of an evolving and developing third sector in Tower Hamlets.

Real is a pan impairment / ethnicity / age organisation working across Tower Hamlets, so it is important we understand and promote equality and celebrate diversity. We are proud of our diverse team - by far the majority of our staff are disabled, we have staff who speak community languages spoken in Tower Hamlets and our staff are representative of almost all characteristics protected by the Equality Act 2010.

Core terms and conditions

- This role is 1.0 FTE (35 hours a week) - we will also consider two applicants at 0.6 FTE
- Salary: £46,000 (1.0 FTE)
- 25 days annual leave pro rata
- 3% employer's contribution to a stakeholder pension scheme
- 6-month probationary period

Interview process and dates

Deadline for submission of applications	Midday, Wednesday 6 October
Interview dates	Week commencing 18 October
When you can expect to hear from us if shortlisted	End of play Friday 8 October

You should specify on your application if you are not available on the interview dates. This may be taken into account at the shortlisting stage.

If you have not heard anything by Friday 8 October then you can assume you have not been shortlisted. Our experience of recruiting is that we get a great many applications and so we are usually only able to respond to short listed candidates.

The interview process

We will be using a range of techniques and activities throughout our recruitment process to ensure we appoint the right candidate. We want to ensure that we select on values and potential to excel as much as experience, skills and abilities, and knowledge.

If invited for interview, you will attend a formal structured interview in front of a panel of up to 3 people, which will be followed by some practical exercises appropriate to the role. First interview is likely to be online. The exercises will involve using a computer.

You will also be expected to complete an exercise in advance and/or deliver a presentation on the day of your interview; the exact details will be shared with you if you are shortlisted for interview. The first stage of the selection process will take no more than three hours.

We intend to ask a smaller number of candidates to come back to the office for some group work with staff and volunteers.

Meeting reasonable adjustments

If you would like us to make any reasonable adjustments in the interview process please let us know. As stated above we particularly welcome applications from disabled people, and meeting reasonable adjustments in the interview process is commonplace for us.

Our premises are fully wheelchair accessible, step-free and with lift access. We have accessible toilets. There is on street disabled parking for up to 3 hours with a blue badge. We can provide a variety of chairs to suit different needs, if warned in advance.

We would ask you to identify on your application form if you would request additional time in order to complete your exercises and/or you would need to bring some of your own computer equipment containing adaptive technologies which would require some set up time. The reason for this is simply so that we schedule the interview timeslots appropriately to avoid unnecessary time pressure or stress on you.

If you need personal assistance with you on the day of the interview that is fine, but we would ask you to make those arrangements yourself.

If appointed we have a good track record of making reasonable adjustments within employment and supporting people to obtain employment-related support from the Access to Work scheme.

Application process

You must complete our application form. If you need it in a different format that is more accessible to you, or you need any other reasonable adjustments in the application process, please let us know.

We feel it's important we properly assess against our person specification and so **we do not accept CVs** as an alternative to completing an application form.

Please ensure you address each section of the job description and each criteria on the person specification. Use examples to evidence your ability to meet the requirements. It is important that you do this carefully: we often receive application forms where people have not identified how they meet certain elements of the person specification and when this happens they are less likely to get shortlisted.

You can email your completed form to jobs@real.org.uk. We are not accepting postal applications at the moment as we are not currently using our office space fully.

Job sharing

The role is designed to be completed by one person at 1.0 FTE. However we recognise that some people prefer to work part-time for access or other reasons. We will therefore consider employing two candidates at 0.6 FTE each. We will verify this on your application form.