



## Applying for a job with us

We are pleased that you are interested in applying for a position with us at Self Help UK. We are a great organisation to work for. Based in Carrington in Nottingham, we are currently a team of 22 people who are passionate about helping people help themselves.

We are celebrating 40 years this year and have a great reputation locally and nationally.

We want to give you a few tips to help you get the best out of the process of applying and interviewing with us.

1. When writing your personal statement it really helps us if you tell us how you meet each of the criteria in the person specifications. You can cluster them if you like but providing a heading or bullet points really helps. We have to read a lot of forms and we want to be able to see clearly where you are skilled and knowledgeable.
2. When telling us about your experience, tell us about something you did and what effect you had or difference you made. So often people feel shy about talking about themselves but it's you that we want to know about, not your team or colleagues contribution.
3. It's helpful to use THE star METHOD to help put together a good answer in your statement or at interview:

SITUATION	Tell us what you were involved in
TASK	What was the specific task or role you had in this situation
ATTRIBUTE	What part did you play, tell us what you did not your team etc.
RISK	What difference did you make, what did you achieve?

**DO** have a look at our website, it tells you quite a lot about Self Help UK history and gives a flavour of our work [WWW.SELFHELP.ORG.UK](http://WWW.SELFHELP.ORG.UK). (though we are in the process of developing a new website so it is slightly out of date!)

Knowing something about the needs of different communities and the barriers that some people face to good health and wellbeing will be an advantage.

Most importantly, be yourself. Our team is diverse and inclusive. We want to make sure that we don't miss out on a great candidate so let us know if there are any access needs that you have.

Our offices are on the first floor of an old Victorian building, there is a lift to all floors from our car park.

GOOD LUCK!