

Applying for a Fundraising role with the RSPB

All applications for RSPB roles need to be made through our online eRecruitment system.

If for any reason you are unable to complete an online application, please contact the individual named in the job advert or recruitmentenquiries@rspb.org.uk to discuss other ways in which to apply.

Before you start

All candidates will be asked to provide the undernoted information as part of the application process, so it's a good idea to have the following information to hand:

- An up-to-date copy of your CV. **Please note that once you submit a CV, you cannot edit this document.**
- Your contact details; and
- Details of at least 2 professional referees. At least one reference should be from the current employer/educational establishment and should be someone at a more senior level than yourself. Please note that we will only contact your referees once an offer has been made and accepted as part of the onboarding process.

What to expect when you apply

Once you have completed the first page, uploaded a CV and clicked the 'start application' button, you will automatically receive an email thanking you for your interest in the position.

This email will advise you that, once complete, your application will be reviewed by the hiring manager and that you can expect to be contacted once they have been able to fully consider your application.

It will also include a link to enable you to access your online application while it is still incomplete.

Completing your application

When working through the application - make sure that each of the pages of the form have been completed (they will turn green and you will see a 'tick') and that you complete the final declaration by pressing the complete button (**see below**). **Please be aware that once submitted you will not be able to make any changes.** You will then receive another email thanking you for applying for the role, and at this point you can know that your application is complete and received.

Please note that the Equal Opportunities and Recruitment Monitoring section of your application will be kept entirely confidential from recruiting managers, and Referees will only be contacted with your permission.

The screenshot shows the 'Declaration' page of an application form for RSPB. At the top left is the RSPB logo with the tagline 'giving nature a home'. A progress bar at the top indicates the current step is 'Declaration'. Below the progress bar, there is a warning icon and text: 'We advise reviewing the entire form before attempting to complete. Every change you make is automatically saved'. The main heading is 'Declaration'. The text states: 'The personal information in the application will be stored and processed for the purpose of arriving at a selection decision and if successful it will form part of the employment record.' It then lists conditions for appointment: 'Any appointment will be subject to' followed by a bulleted list: 'right to work checks', 'criminal record status compatible to the role', and 'satisfactory medical clearance and references'. A disclaimer follows: 'If it is discovered that any relevant information has been supplied that is false or that any relevant information has been withheld my employment may be terminated.' Another note states: 'If the application is unsuccessful all application data held will be deleted in 12 months from the date the application window closes.' A link to the RSPB Privacy Policy is provided. Two checkboxes are present, both checked: 'I declare that I understand how my information will be used and managed and that the information given and in any supporting documents is true and nothing has been omitted that would affect this application' and 'If I am unsuccessful in my application, I consent to be contacted by an employee of the RSPB with information on any other roles that I may be considered suitable for.' An 'IMPORTANT!' note states: 'You will not be able to return to your application form once it has been submitted.' At the bottom are two buttons: 'Previous' (blue) and 'Complete' (green).

NB - the hiring manager for each role will aim let you know the outcome regardless of whether you have been successful or not within 4 weeks of the closing date. This time frame is dependent on how many applications have come through.

Please note that once the application is complete you will not be able to edit or resubmit your application. Applicants should direct any queries to the Resourcing Advisor listed on the advert, or to recruitmentenquiries@rspb.org.uk

What happens next?

As this is a public-facing role we are looking for Fundraisers with good presentation skills and are able to think on their feet. Should you be shortlisted for the role you will be sent an email with a link to a video questionnaire, giving you the opportunity to tell us more about yourself.

Should you have any problems with this part of our application process, or reasonable adjustment requests, please do get in contact with the Resourcing Advisor listed in the advert and we will arrange an alternative method.