

Advice when applying for roles at The National Lottery Community Fund

We thought it would be useful to provide information and advice about our application process. We hope you find this useful in helping you make a successful application to The National Lottery Community Fund.

Completing the application form

The application form is your first opportunity to demonstrate how you meet the requirements for the position you are applying for. It is important that you refer to the job advert to remind you what the role is, and the skills and knowledge required.

We score all applications against the 'Essential' and 'Desirable' criteria detailed in the job advert. Provide evidence and experiences in the supporting statement demonstrating how your previous roles give you the skills and expertise to fit the criteria. We will also use the work history section where you have detailed responsibilities of previous positions.

We will only use the information provided in the application form to identify candidates to invite to the next stage of the selection process. In accordance with our inclusive recruitment approach, the shortlisting panel will only receive details on education and employment history, right to work and supporting statement. Your application will be anonymised, and protected characteristics removed.

We ask that all applications are completed online, however if you require reasonable adjustments that prevent you completing this form, please contact our People Team on 0121 368 0046 or email PeopleTeam@tnlcommunityfund.org.uk.

We are committed to an inclusive and fair recruitment process and will respond positively to meet individual needs. Our application form asks if you have a disability because we are a Disability Confident Employer. This information will not be shared with hiring managers at shortlisting stage.

Part time or job share options are reviewed individually for each role against business needs, if you wish to have a discussion before applying, please contact us.

Submit your application as soon as possible. Timelines will be advertised for each vacancy. Applications submitted after the closing date will not be considered.

If you wish to reach out and speak to somebody ahead of applying, please contact the People Team who can put you in touch with the Hiring Manager.

Following your application

The Fund will be in touch either way. Keep an eye on your inbox, portal and junk mail as we sometimes do find our emails find their way in there!

Things to remember

Please fill out as much information as possible including contact details. Make the application relevant to the job advert, more specifically the 'Essential' and 'Desirable' criteria.

Should you have any questions, please get in touch – PeopleTeam@tnlcommunityfund.org.uk or Recruitment@tnlcommunityfund.org.uk

Good luck!