Applying for an RSPB role

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 to apply.

As part of your application, you will be required to provide a copy of your CV and complete a short application form, which includes an optional cover letter section.

Before you start

In order to give yourself the best chance of being considered for a position, we recommend that you use the optional cover letter section to tell us about how you meet the criteria detailed in the advert. We recommend that you prepare this in a word document before transferring the information into the application. The maximum character count for this section is 2,500 characters (including spaces).

Important - you will need to complete all of the information on the application form (including equal opportunities data and the declaration on the final page) in order to 'complete' your application, and be considered for the position. In total, the application form (without cover letter) should take no more than 5 minutes.

Please note that the equal opportunities monitoring information is kept entirely confidential from recruiting managers – this is solely captured for monitoring purposes.

What to expect when you apply

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

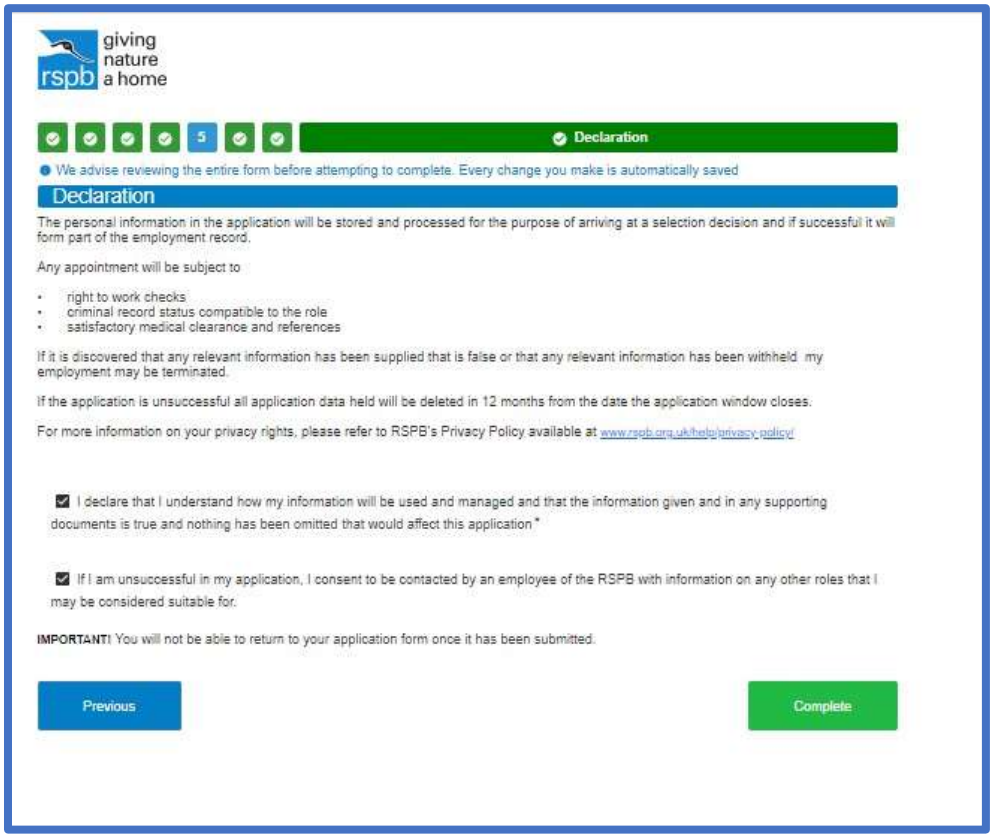
This email will advise you that, once complete, your application will be reviewed by the hiring manager and that you can expect to be contacted once they have been able to fully consider your application. It will also include a link to enable you to access your online application while it is still incomplete.

At the beginning of the application, you will be asked some key questions relating to minimum criteria for the role on offer – answering 'no' to any of these questions (for instance, 'do you have the Right to Work in the UK') will result in your application automatically ending.

Please note that once you upload your CV and click 'start application', you will not be able to remove or change the CV, so please be sure you have uploaded the correct one!

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).

You will then receive another email thanking you for applying for the role and know that your application is complete and received.



After your application is complete, you will receive a further email from HireRoad advising you that we have gathered some personal data about you. This email will enable you to register for the applicant gateway where you will be able to see this data and you will also be able to withdraw or delete your application if you wish to.

Please be aware that once your application is submitted you will not be able to make any changes. If you must make an amendment after this point, you will need to 'withdraw' your application via the Applicant Gateway and submit a separate application with a different email address.

The hiring manager for the position will aim to let you know the outcome (regardless of whether or not you have been successful) or not within a week of your application. This time frame is dependent on how many applications have come through.

Due to the potential for high volume of applications, we are regrettably unable to guarantee that the hiring manager will be able to provide individual feedback to applicants.

Applicants should direct any queries to the Resourcing Advisor listed on the advert, or to recruitmentenquiries@rspb.org.uk