

## How to Apply

We have implemented an entirely new and inclusive recruitment process to remove barriers and unconscious bias. This includes the option to apply via written or verbal application; a Recruitment Administrator who anonymises applications for the selection panel; and an opt-in Guaranteed Interview Scheme (GIS) for people from ethnically diverse backgrounds and people living with a disability (more information below).

Please have a good read of the following documents:

- Application form and Equal Opportunities Monitoring Form
- Job Description including Selection Criteria
- Guaranteed Interview Scheme
- Selection Criteria Assessment Table

Send your written or recorded applications to the Recruitment Administrator team, via email to [recruitment@sizeofwales.org.uk](mailto:recruitment@sizeofwales.org.uk) by 9am on Monday 6th October 2025. Please do not send a CV.

If you need support filling out the form, please contact the Recruitment Administrators on [recruitment@sizeofwales.org.uk](mailto:recruitment@sizeofwales.org.uk).

If you choose to make your application via audio recording, please contact the Recruitment Administrators if you require guidance. Otherwise, please record yourself responding to all questions on the application form.

If there is another way you would like to submit your application, please contact the Recruitment Administrator team. We will make the application process accessible to everyone.

We welcome applications in Welsh. Please note that we will use a translator to translate Welsh applications into English.

All Equal Opportunities or identifiable data will not be seen by the selection or interview panel.

If you have any questions about the application process or the role itself, please contact the Recruitment Administrator team on [recruitment@sizeofwales.org.uk](mailto:recruitment@sizeofwales.org.uk). The Recruitment Administrators are independent of the interview panel, so this will not affect your application.

It is important that you demonstrate clearly as part of your application using examples, how you meet the selection criteria for the role. The minimum criteria are set at 60% of the total criteria.

## Application Timelines

- Deadline for written and audio applications: 9am on Monday 6th October 2025
- If successful, you will be notified of interview by: 9th October 2025
- Interviews take place on: 20-21st October 2025
- Final selection and notification of the successful candidate on: 23rd October 2025

## Selection Process

All applications will be made anonymous by the Recruitment Administrator team who will forward applications to the selection panel.

All applications will then go through a shortlisting process based on the selection criteria within the job description that will be assessed at application stage. Please see the Selection Criteria Assessment Table document.

Each criterion in Section 6 of the application form (Relevant Experience to the Role) will be marked out of 5.

Minimum criteria for interview selection is 60% of the Selection Criteria.

You will also receive information about the interview format, the interview panel, a selection of the interview questions, and a task to prepare. You may also wish to refer again to the Selection Criteria Assessment Table to

see what will be assessed at the interview. Each criterion will be scored out of 5.

Unfortunately, we cannot inform those who were not selected for an interview this time.

Interviews will take place in person at the Temple of Peace on 20-21 October 2025. Alternatively, you can opt for an online interview via Zoom if you prefer. Once all interviews have concluded, and a decision will be made by the 23rd October 2025 and the successful candidate will be notified.

All unsuccessful applicants will also be notified. Size of Wales will offer feedback to those candidates who have not been successful.

Two references will be sought from the successful applicant. One should be from your latest employer or work experience if possible.