



Service Manager

## **Details for applicants**

### **1. Application process**

Please carefully read the job advert, job profile and person specification which are available on the Sanctuary Hosting website: [www.sanctuaryhosting.org](http://www.sanctuaryhosting.org)

If you would like to apply then please complete the Application Form and send it to: [wyon.stansfeld@sanctuaryhosting.org](mailto:wyon.stansfeld@sanctuaryhosting.org). All applications need to be made by email. If you experience difficulties downloading the appropriate documentation, call Wyon Stansfeld (01865 762200)

**PLEASE DO NOT SEND CVs. APPLICATIONS MUST BE MADE USING A SANCTUARY HOSTING APPLICATION FORM.**

You may also, if you wish, complete and send the Equality and Diversity Monitoring Form to us. This is anonymous, entirely voluntary and does not form part of the assessment process.

Please allow time for your application to reach us. We will acknowledge receipt of your application as soon as we can and within 5 working days. If you do not receive acknowledgement in this period you can check your application has arrived by ringing Wyon on 01865 762200.

Short-listed candidates will be informed as soon as possible and will be assessed by interview. Interviews are likely to take place in the week starting 21<sup>st</sup> March (though this could be varied).

Short-listed candidates will be advised of the precise times or any changes of dates as soon as they are known. Dependant on numbers of applicants we may not be able to inform applicants that they have not been shortlisted

It is important that you understand that the assessment process is two-way. You will be deciding if Sanctuary hosting is right for you, as well as the other way around. We may need to re-advertise, vary or extend the process at any point as it is very important to us to recruit the right person.

Sanctuary hosting follows an equal opportunities policy.

### **2. DBS [Disclosure and Barring Service] formally CRB checks**

If you are offered the post it will be subject to us making an enhanced DBS check. It is a requirement of the position that you consent to us making this check and that the results are

acceptable to us. If you do have a record of any criminal convictions [spent or unspent], cautions, reprimands, or final warnings you will need to advise us of this before we make the check [and there is space on the application form for this]. Previous convictions will not necessarily exclude you from being accepted for the position.

### **3. Basic terms and conditions**

Full and more detailed terms and conditions of employment will be discussed and agreed with the successful applicant at the point they are offered the job. What follows are some key features that applicants need to be aware of.

The salary offered is in the range £24,000 - £26,000 **gross Pro rata to 2.5 days per week (50%)**, dependent on experience.

Working hours will be variable according to need and some evenings or weekends may be necessary – though we do not operate an emergency service and there will be an opportunity for flexible working hours and for some negotiation around the times that you work.

The post holder will receive 33 days holiday a year including bank holidays pro rata.

### **4. Physical Requirements**

Sanctuary hosting is in the process of expanding so that it covers the three counties of Buckinghamshire, Berkshire and Oxfordshire (rather than just Oxfordshire) and it will be necessary for the successful candidate to travel within this area, and between several offices/outposts. For this purpose they will need to have a valid driving license and a car they can use whilst at work.

### **5 Dates**

Deadline for applications: 9am on Monday 5<sup>th</sup> March

Interview likely to be around 22<sup>nd</sup> March 2018 (though this may need to be revised).