



Details for applicants: Director post September 2021

1. Application process

Please read carefully the job description and person specification which are available on the Sanctuary Hosting website: www.sanctuaryhosting.org

If you would like to apply then please complete the application form and send it to: info@sanctuaryhosting.org. All applications need to be made by email. If you experience difficulties downloading the appropriate documentation, call Fiona Smith (07926 930848).

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 Fiona on 07926 930848.

Short-listed candidates will be informed as soon as possible and will be assessed by interview. Interviews are likely to take place during the week beginning 4 October 2021, either in person or via video link.

Short-listed candidates will be advised of the precise dates and times as soon as they are known. Dependent on the number 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] formerly 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 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 £30,000 gross pro rata for 24 hours per week.

Working hours will be variable according to need and some evenings or weekends may be necessary, particularly for training new volunteers and attending key networking events. The role offers flexible working hours. Sanctuary Hosting operates a TOIL (Time Off In Lieu) system.

Full time staff receive 33 days holiday a year including bank holidays. Part time staff receive a pro rata number of days.

4. Physical Requirements

Sanctuary Hosting's service operates across the three counties of Buckinghamshire, Berkshire and Oxfordshire and it will be necessary for the successful candidate to travel within this area, and between several offices/outposts. Some remote working or working from home will also be possible, with details to be agreed.

5. Dates

Deadline for applications: **9am on Wednesday 22 September 2021**

Interviews likely to be held during the **week of 4 October 2021**