



Laburnum
BOAT CLUB

Hackney's Community Boating Project

Laburnum Street, Hackney, London E2 8BH
020 7729 2915 info@laburnumboatclub.com
www.laburnumboatclub.com

GUIDANCE NOTES FOR APPLICANTS

POST TITLE: Office and Social Media Marketing Assistant

This role is a twelve-month paid Internship to begin during March 2023, supported by the Jack Petchey Foundation.

KEY DATES:

- **6th February (1pm):** Deadline for applications to be submitted (by email to info@laburnumboatclub.com)
- **20th February:** Interviews take place all week (in person, at Laburnum Boat Club)
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- **27th March 2023:** latest date that the successful candidate must take up the post by
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- **25th & 26th April:** successful candidate required to attend the Jack Petchey Intern Conference (residential)

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job.

Please read these notes carefully before completing your application form. If you have any difficulty in completing the form, please contact Beth Ettinger, the Club Co-ordinator by email: info@laburnumboatclub.com | phone: 02077292915

APPLICATION PACK

There are 3 documents that you need (1) Job description (which includes the Person Specification) (2) Application Form and (3) the job advert. They are available to download on the Club's website (<https://www.laburnumboatclub.com>). If you cannot obtain copies, please contact us for support.

The purpose and key tasks and responsibilities of the position are set out in the Job Description.

It is important to read all the information carefully before completing the application form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.
- Please return via e-mail.

Laburnum Boat Club is a Registered Charity No. 801255
and a Company Limited by Guarantee No. 2360592
Registered in England





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Working through the form

- Ensure that you clearly state the full job title on your application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job, as detailed in the Job Description and Person Specification. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in school, college or one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant.
- In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. Please refer to the Job Description and Person Specification.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any typos or errors before returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.
- Please return your form by email to **info@laburnumboatclub.com** by **1pm on Monday 6th February** (any applications received after this will not be considered). If you are having problems returning your form, please get in touch.

SHORTLISTING

- Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.
- We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.
- If you are shortlisted, we will normally contact you by email to invite you to interview. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job. In some instances, it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

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- All offers of employment at Laburnum Boat Club are made subject to receipt of satisfactory references.
- Additionally, under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application!

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