Guidance for applying for a job at LGBT Youth Scotland

Our overall process

As part of our process for recruitment, all applications received are anonymised, with names and other identifying information removed, before being sent onwards to the hiring manager. As applications are anonymous, it is doubly important that the application form is filled out fully and robustly, as we are not able to infer any information or fill in any narrative gaps. Applications from internal candidates are selected on the same basis as those of external candidates.

All applications received are checked to see if all necessary sections have been filled out adequately. If, for example, a candidate has not entered *any* information in the statement section, their application will be discarded as incomplete as it will not be possible to have responded to the points within the candidate specification without doing this.

Otherwise, all applications received are scored in relation to the criteria contained within the Candidate Specification on the job description. These points are grouped into Essential and Desirable.

To know before you start

Applications are made through Microsoft Forms, with no ability to 'save as you go' and as such we've provided a template for you on our Careers webpage so you can draft your response and then copy and paste over when you're done.

It's helpful to send over your application once you're happy it's finalised and not to wait until the exact deadline, as this allows us to look over applications as they come in.

Demonstrating your fit

An essential part of a fair recruitment process is that LGBT Youth Scotland as the recruiting organisation does not and cannot make any assumptions or inferences about who you are through your application. As such, it is important that you demonstrate your ability for the job by explicitly addressing each point of the candidate specification. Please note that where something is noted to be 'Essential', it is necessary to possess the required criterion and to demonstrate that clearly in your statement. Where a criterion is noted as being 'Desirable' within the candidate specification, it will only be used to differentiate candidates where there has been equal demonstration of 'Essential' criteria.

To demonstrate you meet the criteria, it's important that you support any statements with examples from your work or voluntary experience that evidence what you've stated. Think about what examples you can provide that demonstrate the knowledge, skills or experience that the Charity is looking for.

What we do

The recruiting manager and shortlisting panel members will go over each anonymised application received and make notes of where criteria have been met. Our shortlisting panels are always made up of a minimum of two fully trained staff members, one of whom will be either a manager or a member of our Leadership Team. For relevant roles, we will seek to have external members on the shortlisting panel where possible – for example, for a Youth Work role, we may seek a sector colleague who works in the youth work field to take part, which helps further reduce any inadvertent bias and rounds out the panel.

Applications are then accordingly scored in relation to the criteria in the Candidate Specification and those with the highest scores are invited to interview.
It is crucial that your application does not expect the hiring panel to be able to assume, extrapolate or make their own connections with regard to the information presented. It is up to you to clearly spell out exactly how you meet each requirement of the role, meaning a careful demonstration of each essential criterion, either through the candidate statement or threaded into other sections of your application (in particular, the work experience section). Even if you are otherwise a great candidate, if you don't explicitly evidence that in your application, we cannot and will not make assumptions or draw connections, and so cannot shortlist you for an interview.
Please remember to always go back to what your application demonstrates about you. For example, if the role is for a Policy Officer who is expected to have both good written English and a proven ability to communicate complicated issues plainly with a wide variety of different people, an application which is messy, unclear, or overly complicated to read may be suggestive of someone who is unlikely to be suitable for the role.
Your personal statement should address all criteria, and that may mean a simple listing of the criteria and how you meet each. This makes it easier for the hiring panel members to be able to readily mark off where criteria have been met by the statement, equalising candidates in a fair and efficient way.

Follow instructions
We follow a Forms-based process wherein candidates fill out all relevant information – generally, we do not welcome CVs to be sent, and any CVs sent as part of a recruitment process will be discarded where they have not been asked for. Similarly, if we ask you to evidence specific information and you submit something unrelated or otherwise pasted from a mismatched section from your CV (i.e. it does not evidence correctly the criteria from the candidate specification), it might come across as careless or dismissive of the process. Ignoring the instructions may suggest you didn't read them carefully.

Write your own application
Do not use ChatGPT or any other similar tools. This is your opportunity to tell your story and demonstrate your skills and experience – an app is unlikely to be able to do that well. Any applications received which have clearly used ChatGPT are likely to be discarded as they demonstrate a lack of willingness to meaningfully engage with our recruitment process.

Employment History
The application is your chance to demonstrate the experience you have gathered over your career. Think about the main messages you want to convey. Focus on the key points that highlight your experience and suitability for the role. Try to see it from the panel's perspective: what might they be curious about, does it demonstrate how you meet the criteria, does it help us build a stronger picture of what you've been doing in your career and the skillset you will have acquired in that time?
Please note that work experience to LGBTYS includes anything relevant that is voluntary, caring duties and apprenticeships – we are not strictly interested in your paid employment history, and recognise the skills and experience earned across all different scenarios.

Think too about any gaps in employment. Whilst we're not asking for nor anticipating unduly personal information to be shared, it may be helpful to offer some high-level explanatory information as to particularly noticeable gaps between employment.
We wish you all the best with your application.