

GUIDANCE NOTES FOR APPLICANTS:

CORPORATE PARTNERSHIPS ASSISTANT

You should download an application form, the job description and person specification and any other supporting information which will assist you to complete your application from: www.tchc.org.uk/about/job-vacancies

The Closing Date for the receipt of your application is: 9am Monday 3rd June 2019

Interviews are scheduled to take place on: Tuesday 11th June 2019

You may return your application form by the following method:

- Email: recruitment@tchc.org.uk

Filling in the Application Form

- You must complete all the parts of the application form.
- **We do not accept CVs** as a method of application and if you include one with your form it will be detached and excluded from the short listing process.
- Give full details of your duties in your present or most recent job.
- Do not miss out experience gained in previous jobs, but select the most relevant points. Also include details of any skills or experience gained from voluntary/community work.
- Write clearly in the 'Supporting Information' section how your experience, knowledge, skills and abilities demonstrate the '**essential**' and '**desirable**' requirements of the person specification.

Short Listing

When short listing, we will be looking for evidence that you have the right skills as detailed in the job description and person specification. You will only be asked to an interview if it can be ascertained at short listing that you have clearly shown you satisfy the requirements of the job description and person specification in competition with other candidates.

The Recruitment Process

- All offers of employment are conditional - subject to the receipt of two satisfactory references.
- Under the Asylum and Immigration Act, we are required to ensure that anyone taking up employment at The Children's Hospital Charity has the legal right to work in the UK. Therefore all offers of employment are subject to the successful applicant being able to provide original evidence to support their entitlement to work in the UK prior to taking up employment.
- We assume that your preferred method of communication in relation to your application is via phone and email.
- Unfortunately we are not able to reimburse for travel expenses.

We wish you every success with your application and if you have any informal queries about this post please contact the recruiting manager:

Tchad Western
Corporate Partnerships Manager

Phone: 0114 321 2470
Email: tchad@tchc.org.uk
Issued: May 2019

Our Mission

We make an extraordinary hospital even better.

Children come from all over the country to see our hospital's specialists and we work hard to provide the best possible equipment, to fund ground breaking research and to create the best hospital environment for them.

We do this to ensure that our hospital can continue to give world-class care.

Patients and their families are at the centre of everything we do

Together with all our supporters and staff, we Make it Better.

Our Vision

We aim to have increased our annual income to £4 million. This will enable us to support the transformation of our hospital and will mean that we can ensure that it continues to give world- class care.

Our Values

Integrity -

We are an honest and transparent organisation.
We spend the money we raise wisely. We have a history to be proud of.

Passion -

We are committed to the success of the hospital and hope to help make every family's visit the best experience possible.

Excellence –

We aim to meet and exceed donors' needs, honouring their commitment to support the hospital. We are committed to doing our best.

Together -

We work together as a team and in partnership with staff at the hospital. We are part of the communities we serve. We listen (to each other, to our supporters, to hospital staff, to patients and their families).

Our Methodology

Integrity -

We tell the truth – even if it is uncomfortable.

Purchasing: unless impossible, we get three quotes (minimum) from suppliers, we choose based in quality of product, service and attention to detail.

Passion -

As a team we go the extra mile in our work and the projects we are involved in, ensuring we use our time as wisely and strategically as possible.

We add personal value to all our work.

We look out for each other.

We spur one another on – celebrating success, working as a team to deliver our mission.

Excellence –

We don't settle for second best.

When we could have done better we learn from our mistakes, say sorry if we need to, and do better next time.

We ensure that we are prompt to say thank you to supporters.

Together -

We collaborate across the Charity team and share best practice.

If someone is struggling we lend a hand.

We have short account with each other and respect one another.