

# How to apply for jobs at Oxfam GB

A short guide to help you make  
the most of the Oxfam GB  
application process.



**Be Humankind**

### Summary of tips

- Apply for the right post based on your skills, knowledge and experience.
- Draw on your strengths and personal abilities.
- Make explicit in the job application how you demonstrate the qualities required for the post.
- Prepare for your interview.
- Anticipate some of the questions you might get asked.
- Think about how you present yourself throughout the whole application process.

## 1. Prepare and Research

Spend time reviewing your current skills, achievements and experience. Then you'll be more likely to apply for positions you're suitable for. Your previous experience, interests and skills should help direct your job search. Once you know more about what sort of opportunities you want to apply for, look at our [current vacancies](#). There you can also sign up to receive job alerts that match your interests.

We try to reward our staff fairly for their remarkable work. Find out more about [what pay and benefits we offer](#).

## 2. Check you're suitable for a specific vacancy

Read the job description. This will give you detailed information about the position. It should include basic information such as the role title, location and salary. It will also include detail about what the job will entail and the skills and competencies that Oxfam is looking for from the successful candidate.

Think about your achievements in the past – whether at school, at work, in the home or in social settings. Have they provided you with the knowledge and skills the role requires? If you believe you have the skills, experience and knowledge, consider applying. If not, why not search for [other opportunities](#)?

## 3. Apply for a specific job

Once you're confident that you have the skills and competencies the role requires, you can start the application process.

We may ask you to complete your application in another language. Our core languages are English, French, Spanish and Portuguese. If you're not sure what language you should complete your application in, contact the Recruiting Manager.

There are a few different parts to the process:

- **Screening questions**  
We ask these to ensure that potential candidates have the essential skills the role requires, or to ensure you have the correct right to work requirements for the country in which you are applying.
- **Criminal records checks**  
Some Oxfam roles require individuals to have a criminal record check. If a post involves unsupervised access to children and vulnerable adults we take our obligation to protect them very seriously. If the post is subject to a check we'll notify you in the job description.

- **Personal details/main details**

We'll collect some basic details from you. We store these so we can contact you about your application.

- **Completing your CV or application form**

Oxfam allows candidates to upload a personal CV or complete the [Oxfam CV template](#).

Use this as an opportunity to emphasise your suitability for the position. Here are some tips on completing your Oxfam application form or tailoring your CV.

- Don't be too broad in how you describe a specific skill or competency; give us an example to demonstrate how well you meet each one. For example if the role requires "good IT skills, especially strong knowledge of Microsoft Word", your response might be, "I use Microsoft Word and Excel in my current job and have used similar packages over the years. I am confident at writing, formatting, merging and editing text based documents; I frequently do this when writing letters to our supporters." Recruiting Managers will want to see a concise and informative application. For example "I am an experienced manager, having been responsible for monitoring and controlling expenditure against a budget of £X."
- Plan your time – application forms and CVs can take time to write. It's always a good idea to save a copy of your work in progress. Once you're happy with the content, present it neatly and review it one last time before you submit.
- State briefly why you think you're suitable for the role, and why you want it. You need to convince the Recruiting Manager that you'll add value to the team and appointing you will make a difference to Oxfam.

- **Application questions**

Sometimes we'll ask you to complete specific application questions. For example, we may ask about specific languages you speak. These questions will relate to the skills and competencies you'll need for a post. Use our tips for demonstrating skills and competencies above to complete these questions.

- **References**

Oxfam normally asks you to identify two referees, of which one should be your most recent manager. These people will help the Recruiting Manager make a final decision about an individual's suitability for a position. We usually only contact referees if we want to offer an individual a position. Any offers of employment will be subject to satisfactory references.

- **Equal opportunities**

Oxfam's commitment to equality applies to everything we do. Oxfam sees diversity as a description of the visible and invisible differences that exist between people – such as, gender, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status. Oxfam recognises that these visible and non-visible differences can also lead to differences in experiences, values, attitudes, ways of thinking, behaving, communicating and working.

In order to implement and monitor our commitment to equal opportunities and diversity, we kindly ask candidates to fill in our equal opportunities form. Recruiting Managers don't have access to this form at any stage. Information is used confidentially by HR to monitor the diversity of our candidates.

#### **4. What happens next?**

Once an application deadline has passed, the Recruiting Manager will assess all of the applications, and shortlist candidates based on how clearly they have demonstrated the skills and competencies for the position. Oxfam will contact you to let you know the result of your application. We receive lots of applications so sometimes this can take several weeks.

#### **5. Interviewing**

If you're shortlisted for one of our opportunities, we'll usually invite you to an interview. We'll give you at least a few days to prepare.

## **How do interviews normally work?**

- There may be an initial telephone interview followed by a face-to-face or videoconference interview
- A panel of at least two members of staff will interview you.
- The panel will usually take turns to ask you questions about the skills and competencies that the role requires.
- The panel will normally take notes to record what you say and ensure that they can make an informed decision.
- At the end of the interview you'll be given an opportunity to ask questions.

## **Top tips for being interviewed**

- Prepare! Ensure you're familiar with the role profile. Recruiting Managers will ask you questions about how far you meet the skills required. Thinking about your key achievements, skills, knowledge and expertise will be helpful.
- Arrive on time.
- Dress smartly but comfortably.
- Be friendly, try to be positive and show confidence.
- If you're not sure you understand a question, ask the interviewer to repeat or rephrase it.
- Answer the questions to the best of your ability.
- Provide examples to support your answers where appropriate.
- It's a two way process – what questions have you got for us?
- Research the organisation – people who are passionate about our work and understand our business stand out more.

## **6. Other methods of assessment**

As well as an interview you might be assessed in other ways. That could mean:

- Case study assessments
- Presentations
- Verbal and numerical reasoning tests
- Personality questionnaires
- Group exercises

These assessments are designed to give candidates the best opportunity to demonstrate their skills and experiences. We'll tell you in advance if we're going to ask you to complete one.

## **7. After the interview**

Oxfam will contact you to let you know the result of your interview. We give a lot of interviews, so sometimes this can take several weeks. Please bear with us!

[Find a job with Oxfam GB](#)