

## Important

Please read the Job Description and Person Specification. The Job Description tells you more about the job and what you will be doing if you are successful. The Person Specification tells you what qualifications, skills, experience and knowledge you will need to have in order to apply for and perform in this role.

## How to Apply

Please send a CV and accompanying letter to [recruitment@oxfordshireyouth.org](mailto:recruitment@oxfordshireyouth.org).

The accompanying letter should detail how you meet the essential criteria on the Person Specification, as well as any of the desirable criteria that are applicable to you. You may use experience from your work-life, any study or courses you have been on, volunteering opportunities you have had, as well as experience from your personal life. The letter should include the following **and should be tailored to show how you meet the required criteria for this post specifically, rather than being a generic description of your work-life experience to date.**

1. Please give a brief explanation of why you are applying for this post.
2. Please tell us how you meet each of the criteria listed on the personal specification

Guidance on how to write a good CV can be found via the following link

<https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips/>

### **Data Protection – How we will use your data**

Your CV and application letter are required to process your application for a post with Oxfordshire Youth. We will keep this data for the duration of the recruitment process and then for a further 6 months if you are unsuccessful. If you are successful we will keep your data during your employment and then for 6 years after you have left the business. You can ask for copies of your personal data by writing to the CEO. You have the right to ask for data to be deleted although we may refuse to in certain circumstances.

*A link to our privacy policy can be found on our website*

<https://oxfordshireyouth.org/privacy-policy/>