

## GENERAL NOTES FOR CANDIDATES

### VALUES and CULTURE

We are a thriving church community with a vision to 'make disciples who establish heaven on earth'. The name 'Open Heaven' is about our desire to see more of heaven come to earth across the town of Loughborough and beyond.

We want to be a community characterised by the Grace God has shown us and so we have used the word 'grace' to describe further our values as a church:

**Growth**

**Relevance**

**Authenticity**

**Community**

**Empowerment**

Our vision and values underpin all of the work we do as a staff team and we look for staff who not only seek to do their job as well as they can, but also for those who want to serve each other in the way that Christ served his followers. Our interviewing process will encourage you to give examples, ideas and comment on how you think you will add to our vibrant Christ - centred culture.

### GENUINE OCCUPATIONAL REQUIREMENTS

Some of the posts at Open Heaven have a genuine occupational requirement for staff team members to have a personal faith in Jesus in order to contribute to the outworking of our vision, with a desire to serve others, as well as possessing the knowledge, skills and experience pertinent to each post. Furthermore, we expect staff to enjoy a lifestyle which reflects biblical truth and teachings and as such, all successful applicants are expected to sign the Open Heaven Church Ethos Statement and Code of Conduct, which sets out what this looks like in practice.

### APPLICATION FORMS

If you've considered the job description and person specification regarding the job you're interested in and you feel called to apply, please complete your application on the Open Heaven job application form and submit it to this email address:

[recruitment@openheaven.org](mailto:recruitment@openheaven.org)

We prefer to receive applications electronically, but we will consider hard copy applications providing they are completed on the Open Heaven job application form. Our address is: St Peter's Centre, Storer Road, Loughborough, LE11 5EQ.

Applications must reach us by the closing date and please note that only applications submitted on the Open Heaven job application form will be considered, unless otherwise directed, and all sections of the application form must be completed in order that candidates can be fairly compared. Letters, summaries and CVs will not be accepted.

If you're applying for more than one vacancy at the same time, you must complete a separate application form for each position.

We recognise the time and effort it takes to complete an application and we'll contact you regarding the progress of your application and offer feedback to you if your application hasn't been successful, whether at the shortlisting or interviewing stage of the process.

If you have any query about your application or wish to notify us of any change in your availability for interview, please contact us on 01509 215036.

### **THE SELECTION PROCESS**

Your application form will be scrutinised against the job description and person specification for the post by the shortlisting and interview panel. In order to maintain a fair and objective process, shortlisting will only take account of the information you have provided on the application form; no assumptions will be made, so you are responsible for ensuring you clearly demonstrate how you meet the job description responsibilities and person specification criteria.

### **THE INTERVIEW PROCESS**

In addition to a formal interview, other selection techniques may be used, dependent on the requirements of the role, such as in-tray exercises, word processing and technical tests, and presentations. If invited for an interview, you will be advised of the process in detail at that point.

Interview questions will be set beforehand and asked of everyone invited for interview, in order to assess candidates against the person specification and the requirements of the job description; supplementary questions may be asked where clarification of any answer is required.

### **IF YOU GET THE JOB**

We'll contact you by telephone within two days of your interview to let you know of the outcome. If you're not successful, you'll be offered feedback to help you with future applications. If you are offered a job with us, it'll be conditional in the first instance on signing our Ethos Statement and Code of Conduct, and secondly, subject to the pre-employment checks listed below:

- two satisfactory references (one of which must be from your present or most recent employer)
- receipt of original certificates of qualification, where applicable
- confirmation of entitlement to work in the UK, where applicable
- Disclosure and Barring Service Check (DBS, formerly CRB)

When these checks are complete, we'll confirm the offer in writing and send you a contract of employment.

Under the General Data Protection Regulation and Data Protection Act 2018, application forms for unsuccessful applicants are destroyed within twelve months after the end of the recruitment process.