

RANGER- GUIDANCE FOR APPLICANTS

Your application should include the following:

- A completed applicant information form.
- A covering note describing how you meet the criteria set out in the job description. This should be no more than two sides of A4.
- An up-to-date copy of your CV.

The covering note is the most important part of your application. If there is a high volume of applications, the Conservators' selection panel will shortlist the candidates who have best demonstrated that they have the required skills and attributes set out in the job description. To help us understand your suitability for the role, you should provide examples of experience and specific situations where you have used the required skills and explain how you did so.

Completed applications should be sent by email to gemma.stapeley@twcommons.org by **midday on Monday 24th January**. All applications will receive a confirmation of receipt email, so please check your inbox for this.

There will be a three-stage interview process. We plan to interview shortlisted candidates via Zoom on the 31st January or 1st February. Subject to covid restrictions, shortlisted candidates will be invited to walk on the Commons with the current Warden and the Clerk. These walks are provisionally scheduled in the week beginning 7th February with face to face second interviews taking place in the week beginning 21st February. We will try to be flexible with dates if necessary.

The start date for the successful applicant will be 1 June and the current Warden is scheduled to retire at the end of June to accommodate a handover period.

If you have any questions or queries about the position, please email gemma.stapeley@twcommons.org