

## *Fact Sheet No1: Supporting Statement Advice*

The supporting statement is your opportunity to tell the panel that you are the person for the job – you have the experience and skills to meet their needs and move the organisation forward. By illustrating the criteria outlined in the person specification, with pertinent examples of evidence and impact from your career to date, the panel should be excited to meet you and hear more about how you can add value.

*You have one shot at securing yourself an interview - to convince the panel of:*

- What you have done in the past
- What you are doing in your current role that is useful to them
- Your developing skill set
- How your strengths and skills can add value
- How your experiences to date can be used in the role

*General advice:*

- No more than 2 pages if possible.
- Spell check
- Ask someone else to re-read and check for errors – fresh eyes can often see better
- Do not reduce your font size below 10
- Break up with lots of paragraphs to make it easier to read
- Do your research on the employer

*Consider a 3 part statement*

1. Opening
2. Evidence
3. Conclusion

## *Opening*

State why you are applying for the role and what your current role is:

- Natural progression from current role
- Strengths and experience can add value in this role
- Ethos / vision / current circumstances attract you
- Refer to any research you may have made, mentioning anything of importance you may have noticed or what has impressed you.

You need to grab the panel's attention and encourage them to read more.

## *Evidence*

You will be asked to address the person specification.

Structure your evidence clearly. Outline the initiative, your role and the impact you have had in your current role. Also refer to experience in previous roles if that adds value to your case for securing an interview. Choose examples of evidence carefully to express a range of skills and experiences expressed in the person specification: Include examples that will encompass a number of the identified criteria and your impact.

Be clear, concise and direct, indicating how you have led, developed and worked through others, managed change, taken initiative and made a significant impact. Your listeners will appreciate that you work as part of a team but you must tease out your individual role and impact as clearly as possible.

Some useful phrases:

- I set up
- I devised
- I collaborated with
- I delivered
- I adapted
- I sought feedback from a range of stakeholders
- I monitored
- I evaluated
- I believe this demonstrates tenacity / perseverance/ ability to work under pressure/ distributed leadership/ coaching / negotiation skills / ability to take initiative / the ability to hold others accountable

Try to make connections with the post you are applying for where you can see your skills and experience fitting with their objectives.

Help them to see how you can fit into the team and bring possible solutions and ideas to identified issues. People want a clear picture of how you have tackled similar problems in the past and what successes you had.

### *Conclusion*

Finish your statement on a positive, concluding note and giving a reason as to why you would like to work for the organisation.

### *Self-evaluation*

Ask yourself?

1. Does my application present me as a candidate who really wants to work for this charity or as someone simply looking for a new job?
2. Does my application look like a cut and paste job or will they be convinced that I have really researched their organisation and thought about how I could add value?
3. Have I discussed my key achievements?
4. Have I outlined my key strengths and illustrated them with evidence and impact?
5. Have I been clear about the personal impact I have made over the years?
6. Have I used example of evidence that they will find useful for their context?
7. Do I sound as though I've actually thought about their needs and what solutions I can bring?
8. Do I sound as though I actually want this job, more than any other?

If you are having trouble with your statement please don't give up, make a draft copy first and work through point by point on the job specification or give your consultant a call to help you.