

## Reporting Discrimination Hub – Application Guidance

Thank you for taking the time to consider applying for the Reporting Discrimination Hub. We're really looking forward to meeting with you. The process for applying to this role is slightly different to the 'normal' route so we wanted to give you some guidance on what to expect.

We ask that your application is a statement about what skills you can bring to the role and why you are interested. We do not want any CV's so please ensure you mention any specialist training or relevant experience in your application statement.

In your why you statement, you need to detail how you think you exhibit the core principles of our Reporting Hub. We'd like to go through these in more depth, to delve into your understanding of them and ask you some key questions about them so that we can understand your suitability for the role.

Statements	Probes
<b>You help people understand the options available to them but you do not direct them to any course of action.</b>	<i>Why do you think this is important? What would it look like in practice?</i>
<b>You are able to listen to others without judgement</b>	<i>This might mean listening to someone who has taken a course of action or responded in a way that you disagree with. How does that make you feel?</i>
<b>You are able to separate your own feelings and experiences from those of the person reporting to you.</b>	<i>This might mean refraining from talking about an experience you have had even if what you're hearing is similar, and managing potentially difficult emotions. Why do you think this is important, how do you feel about this and how might you do it in practice?</i>
<b>You listen without assumption, recognising that every situation is different</b>	<i>What do you understand this to mean? How can you make sure you don't imprint past situations on to the one that you are listening to?</i>
<b>You create an environment in which people feel able to tell their stories</b>	<i>How might you create this environment?</i>
<b>You recognise the importance of the information that is being shared with you and do not share it outside of the hub</b>	<i>How does this make you feel?</i>

You'll also need to be available to attend training sessions run by the Samaritans that surround topics such as listening skills and managing trauma. These training sessions will be taking place in January and are in person. We expect you to attend these sessions as a part of training for the role and as part of the interview process. The training sessions are 3 hours each. You can read about the training sessions [here](#) and [here](#).

We will also be holding in person interviews. These will be relaxed round table discussions about the role and what you can bring to it. There will be time for you to ask questions in the interview.

You can find the role profile [here](#).

### **The recruitment timeline is below:**

Information Sessions: Tuesday 19<sup>th</sup> December 1:30 - 2pm [click here to join](#) and Wednesday 10<sup>th</sup> January 1:30 – 2pm [click here to join](#).

Applications close 10am 15<sup>th</sup> January 2024.

Week of 22<sup>nd</sup> January – Samaritans Training 3 hours on Listening Skills

Week of 22<sup>nd</sup>/29<sup>th</sup> January – First round interview

Week of 5<sup>th</sup>/ 12<sup>th</sup> February –Practise sessions – We'll provide you with a conversation topic and you'll get the chance to run through how we expect a session to go. The topic will be provided on the day.

Week of 5<sup>th</sup>/12<sup>th</sup> – Samaritan Training – managing trauma training. Camden's approach training.

### **The interview panel will be made up of 3 of the following people:**

- Maria Fiorio
- Debra L'Esteve
- Ellie Wells
- Alison Morris
- Emma Watson
- Gabriella Abi
- Regina Castro
- Adejare Oyewole

### **Interview Questions**

- Tell us about a time that you have provided support for someone who needed it *[assessing for non-advisory, open mindedness, not involving own experiences]*
  
- In this role, there may be times when you can't give people what they are asking for (e.g, you may be asked to give direct advice, you may be asked to skip through a process that needs to take place). Please tell us about a situation when you have had to tell someone something they don't want to hear – what was their reaction and how did you manage it?

*[assessing for resilience, maintenance of non-advisory position, non judgement]*

- Please tell us about a time when you have remained calm under pressure *[assessing for keeping emotions under control, keeping personal emotions out of situation]*
- Please tell us about a time when you have needed support from others? What did you find valuable in this instance?

[reflective question – assessing for reflection on the value of non-advice, non-judgement, open mindedness, discreet]