Minority Rights Group International – Information for Job Applicants

Diversity and Equality Policy

Minority Rights Group International (MRG) has a diversity and equality policy and is committed to ensuring that all applications are dealt with fairly and properly.

An equal opportunities monitoring form is enclosed with your application form. We would be grateful if you could complete it and return it to us with your application. The monitoring form is separated from the application form at our offices by a staff member not involved in recruitment in any way and is kept separately until after the recruitment exercise is completed. The monitoring information is only used to review recruitment against equal opportunities criteria and to produce records on recruitment which enable us to check that our equal opportunities procedures are working properly.

MRG is a member of the “Two Ticks: Positive about Disable People” scheme. This means that we guarantee to offer an interview to everyone who tells us that they have a disability who meets the essential criteria for a post. If this applies to you, please tick the relevant box on the last page of the application form. If you are not sure, please do call us or call your local Job Centre for advice.

If you have a disability or long-term health related condition and feel that this may affect your ability to apply for this post through the procedure set out below, to attend an interview or complete the tasks required on the job description, please contact us and we will see whether we can make suitable alternative arrangements.

Recruitment Process

Every post has a job description describing the responsibilities and main tasks that it involves, and a person specification describing the essential and desired skills and experience that are necessary to enable the post holder to complete all the tasks.

When filling in the application form, it is essential that you relate your skills, experience and abilities to the job description and person specification. You should set out evidence that you meet the requirements listed. During shortlisting all application forms are carefully assessed against the job description and person specification and those candidates who demonstrate that they have all of (or the highest number of) the required skills and experience are asked to attend an interview. We will only consider the information written or enclosed with the application form in this process. In your answers to the questions on the form, please set out as clearly as possible why you feel that you have the skills, experience and abilities described in the person specification. We will not consider any CVs or other documents submitted. Please include any experience gained in voluntary or unpaid work as well as work experience and formal training/ education.

Questions are included on the application form concerning UK National Insurance numbers and applicants’ entitlement to work in the UK. These questions are necessary to comply with English law. If we have specified in the advertisement or covering letter that we require a person to start work as soon as possible, the date that you would be able to start work may also be a factor taken into account in the recruitment process. This may affect you if you would need to apply for a work permit to be entitled to work in the UK. We are not allowed by the UK authorities to apply for work permits for all posts and so some adverts specific that only EU nationals and those who already have permission to stay and work in the UK will be considered.

Application forms received at MRG’s offices after the closing date for the post will not be considered.
Interviews

If you are shortlisted you will be invited to attend an interview with between two and five members of MRG staff (and for senior posts sometimes members of our International Council). We aim to make such panels balanced in terms of gender and ethnicity. Interviews normally last between 40 minutes to one hour, all candidates are asked the same basic set of questions through which we aim to allow you to expand the information contained in the form and to give you an opportunity to show some of the skills and abilities required. If knowledge of a foreign language is an essential requirement of the post, we may ask (and expect you to answer) one or more interview questions in that language and may test written/comprehension skills.

We often also ask candidates to complete one or more practical exercises which test for abilities and skills included in the person specification. (MRG does not use psychometric or personality tests.)

You will be given an opportunity during the interview to ask questions about the post and about MRG’s work in general.

References and Offer

The interview panel will reach a preliminary decision based on the application forms, interview responses and test results. At this point, we would normally take up the references of the candidate who best meets the criteria set out in the job description and person specification (normally by phone) and providing these references are satisfactory, we would then contact the selected person to offer them the post. If you have any concerns about this, please raise this with us at the interview.

It is usually MRG’s policy to appoint new staff on the first scale point of the salary scale for the post. All new staff are required to successfully complete a six month’s probationary period once appointed.

Feedback and Complaints

Feedback can be given on request to both successful and unsuccessful interview candidates. For resource reasons, feedback cannot be given to those candidates not shortlisted for interview.

If you have any reason to feel dissatisfied with the way the recruitment process has been conducted, please write to us. MRG will arrange for a senior manager not involved in the recruitment process (or if none is available, a member of our International Council or Finance Committee) to look into your complaint. Please address any complaint to The Director and mark the envelope ‘Private and Confidential’.