



Recruitment FAQ's

WHAT JOB OPPORTUNITIES ARE AVAILABLE AT THE MOMENT?

All our current job opportunities are listed on the vacancies page of our website. If your preferred role is not currently available, you can register for job alerts so that you never miss an opportunity.

IF I WOULD LIKE TO TALK TO SOMEONE ABOUT A VACANCY, WHO DO I CONTACT?

You can contact the HR Team by email to jobs@youthsporttrust.org or calling 01509 462900 and we will arrange for the recruiting manager to contact you. The recruiting manager will be able to tell you more about the role and answer any questions you have.

CAN I APPLY FOR MORE THAN ONE ROLE AT A TIME?

You can apply for more than one role at a time. If applying for multiple roles, we would recommend editing your CV and covering letter to ensure that it reflects the requirements of each individual job you are applying for.

Applications will be reviewed after the closing date for each vacancy, against the criteria outlined in the Person Specification within the Job Description for the role by the selection panel.

CAN I STILL APPLY IF I NEED A VISA TO BE ABLE TO WORK IN THE UK?

If you have a Tier 1 or Tier 2 VISA that grants you the right to work in the UK, you can still apply. Unfortunately, we cannot offer VISA sponsorship.

I WOULD LIKE THE JOB INFORMATION IN A DIFFERENT FORMAT, WHAT DO I DO?

if you need any job information in a different format, please contact us by email to jobs@youthsporttrust.org or calling **01509 462900**

I'M HAVING ISSUES WITH THE ONLINE APPLICATION SYSTEM, WHAT SHOULD I DO?

Our HR Team can help you with any issues you are having with the application process, or our online application system. Please get in touch by email to jobs@youthsporttrust.org or calling **01509 462900**.

I HAVE MISSED THE CLOSING DATE. CAN I STILL APPLY?

Job vacancy listings are automatically removed from the vacancies page once the closing date has elapsed and unfortunately no further applications can be accepted or considered for short-listing.

WHAT HAPPENS TO MY CV/APPLICATION ONCE IT'S SUBMITTED?

Once the vacancy has closed, the selection panel will review all applications against the criteria outlined in the Person Specification within the Job Description. As soon as a decision is reached, we will contact shortlisted candidates by email to arrange an interview.

We will also email candidates who have not been shortlisted for an interview to advise them that we are not progressing with their application at this time.

WHAT DOCUMENTS SHOULD I PROVIDE AS PROOF OF RIGHT TO WORK IN THE UK?

Examples of Right to Work documentation may include your Birth Certificate with proof of National Insurance or Passport or Biometric Resident Permit Card. For a full list of Right to Work Documentation we can accept please visit: [Right to Work Checklist](#)

I HAVE A DISABILITY AND MAY NEED ADJUSTMENTS TO BE ABLE TO UNDERTAKE THE INTERVIEW PROCESS, WOULD THIS BE POSSIBLE?

We are proud to be an equal opportunities employer and Disability Confident Leader, and wherever possible will make reasonable adjustments in order to help support candidates. Please contact the HR Team to discuss your requirements by email to jobs@youthsporttrust.org or calling **01509 462900**.

WHAT CAN I EXPECT AT THE INTERVIEW STAGE?

If you are invited to attend an interview, you will be provided with full details, including; who you will be meeting, whether it will be a virtual interview or in person, information on any other selection methods that will be used – such as a presentation or work-based tests and roughly how long the interview will take. Interviews will be conducted by a panel, usually consisting of a minimum of three people, including the Line Manager of the vacant job and a member of the HR Team.

You will also be asked if there are any particular arrangements or reasonable adjustments that could be made so you can fully and fairly participate in the selection process.

WHAT DO I NEED TO WEAR?

The most important thing is that you feel comfortable. As general guidance, we would suggest that you opt for smart/casual attire for your interview and where possible that jeans and trainers are not worn.

CAN I BRING NOTES INTO THE INTERVIEW WITH ME?

Yes, you are welcome to bring notes into the interview with you. You may also take notes during your interview if you wish.



IS THERE PARKING AVAILABLE/PUBLIC TRANSPORT NEARBY?

Free parking is available at the SportPark itself or other designated Loughborough University car parks (around a 5-10-minute walk from the SportPark building). On arrival, the University Security Team will provide you with a parking permit and direct you to the appropriate car park.

If you need to use public transport, the University "Sprint Bus" runs from Holywell Park to Loughborough train station. The sprint bus runs approximately every 10 minutes.

I've booked an interview, but I can no longer make it

If you are unable to attend your interview, please let us know as soon as possible by email to jobs@youthsporttrust.org or calling **01509 462900**.

WHEN WILL I FIND OUT IF I HAVE BEEN SUCCESSFUL?

After the interview you will be contacted by telephone as soon as possible and informed whether or not you have been successful. We will provide interview feedback where requested.

All offers of employment are conditional; subject to proof of Right to Work in the UK, receipt of references and any other requirements relevant to the job (for example a Disclosure and Barring Service (DBS) check).

WHAT HAPPENS AFTER I HAVE BEEN OFFERED THE JOB?

Following the telephone call from the recruiting manager offering you the job, you will receive a formal written offer through DocuSign. Once you have reviewed and signed this off, the recruiting manager will be in touch to confirm a mutually convenient start date with you. Once you start date has agreed, your contract of employment will be issued via DocuSign.

In the period leading up to your start date you will be in touch with your line manager and the HR team, providing the opportunity to ask any questions you might have. During the week before your start date, you will receive information about your tailored 4-week initial induction period, along with our staff handbook and other useful information about your first day with us.

I HAVE A QUESTION THAT IS NOT COVERED BY THE FAQs, HOW CAN I GET IN TOUCH?

You can contact us by email to jobs@youthsporttrust.org or calling **01509 462900**.

