

## Recruitment Process

### **Lived Experience Partner with National Voices**

This document outlines the process that National Voices will take to recruit new Lived Experience Partners, and what you can expect if you apply for the role. If you have any questions about the process, please get in touch with us by emailing [livedexperience@nationalvoices.org.uk](mailto:livedexperience@nationalvoices.org.uk)

We are committed to making all reasonable adjustments to ensure this process is as accessible as possible for all. If you would like these documents providing in a different format, or have any accessibility needs that we can support, please let us know by emailing the same email address as above.

#### **Stage 1 - Application Stage**

We will advertise the opportunity as widely as we can, using social media, our networks, and by asking other organisations to share the opportunity where possible. Everyone who contacts us about the opportunity will receive the same information, either by email or by downloading the documents from our website.

To apply for the role, you must answer the questions on the **Application Form**, the **Contact Form** and the **Demographics Form**.

Please email your completed forms back to us, or if you have requested paper copies, please post them back to us. You can also send us applications in other formats if you would prefer, such as video or audio.

We will acknowledge receipt of every application so that you know we have received it. We will do this by emailing the email contact address that you provide in your Contact Form.

The closing date for applications is 12/09/2025. This means that your completed application must arrive with us by 5pm on Friday 12<sup>th</sup> September 2025. Any applications that arrive after this time will not be accepted.

#### **Stage 2 - Shortlisting**

Every application will be assigned a number when we receive it. Your completed forms will be stored on our secure IT server, with access restricted to just 2 members of National Voices administration staff.

Once the closing date for applications has passed, your Application Form will be shared with the 3 people who will shortlist the applications. The people shortlisting will only have access to the information you provide on the Application Form. They will not have access to your name or contact details, or information relating to your identity. This is to ensure a fair shortlisting process.

We aim to shortlist approximately 10 applications to invite to interview.

If you have been successful at this stage, we will email you to invite you to attend an informal interview.

If you have not been successful, we will contact you by email to let you know. We are not able to provide feedback on applications at this stage. This is because of the potential number of applications we may receive.

We aim to have contacted all applicants by Friday 26<sup>th</sup> September 2025.

### **Stage 3 - Interview**

If you are invited to interview stage, we will contact you by email to invite you to attend an informal interview. We aim to schedule the interviews in late September or early October.

All interviews will be held online using Microsoft Teams, and we will provide full details, and offer support to use Microsoft Teams if needed, when we contact you by email. In that email, we will tell you the people that will be on the panel to interview you, and we will tell you the questions that you will be asked during the interview.

During the interviews, each panel member scores every interviewee's answer to each question. Once all of the interviews have been conducted, the panel will meet to compare scores and agree the successful candidates.

### **Stage 4 – Selection**

We aim to select about 6 new Lived Experience Partners. We will do this by Friday 17<sup>th</sup> October. We will contact everyone who attends an interview, to let you know whether or not you have been successful in your application to work with National Voices as a Lived Experience Partner.

If you have been successful, we will share details in that email about what will happen next.

If you have not been successful, you can ask for feedback on your interview if it would be helpful.

This is the end of the recruitment process.

We will destroy all details of all unsuccessful applications from our IT server once the recruitment is complete. Forms from successful applicants will be retained while the person works with National Voices, and destroyed if/when they leave.

If you have any questions about the process, please get in touch with us by emailing [livedexperience@nationalvoices.org.uk](mailto:livedexperience@nationalvoices.org.uk)