

# Modern Slavery PEC

## Lived Experience Advisory Panel

### Application Guidance

Thank you for your interest in the Lived Experience Advisory Panel at the Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC).

The application will be made up of these key parts:

1. An [online form](#) to gather details about you, your relevant experience, and your reasons for applying.
2. An application cover form which should be uploaded to the above form. A blank Word version of this form can be found by clicking [here](#).
3. A CV/resume (optional)
4. An Equality Monitoring Form (this is optional not shared with the shortlisting panel). A blank Word version can be found by clicking [here](#).

This guidance will describe how to complete the form and how we will review your application.

### Am I suitable for this role?

It is important to read the description fully and carefully before you decide to apply. This is to make sure you understand what being a panel member involves and think you can do what is expected.

In the role description document you will find a section called 'The Role' which details the type of work the post-holders will be expected to undertake.

You will also find a section called 'Person Specification'. This is a list of skills, knowledge and experience we would like you to have. The Person Specification describes the qualities we would like panel members to have. It gives us a standard list of things that we can use to compare different applicants' suitability for the panel against each other in a way that is fair.

### The application form

The application form can be found here: <https://submit.link/1EK>

To get access to the form you will need to create an account using your preferred email address. To do this click on the 'Register' button at the top of the page (screen shot below).

**Please keep your log in details safe.** Your application and personal information will be stored for 6 months before it is deleted. If you'd like for us to delete it sooner, you can request this at the end of the application form.



**The form closes on 23 April 2023 at 11:55pm UK time. We are unable to accept late applications.**

In the form we will ask you to share some information about yourself, your reasons for being interested in the panel, your experience of working with survivors and any relevant skills you might have.

To complete the form you will need:

- Information about yourself, including your past work experience and qualifications, and any skills and personal qualities you would bring to the panel
- The details of two people who can be your referees. We will only contact these people if you are offered a place on the panel.
- An application cover form (a blank version can be found by clicking [here](#))
- You can also upload an **optional** CV/resume and share a completed Equality Monitoring Form (a blank version of the Equality Monitoring Form can be found [here](#))

We do not need you to disclose any details related to your lived experience of modern slavery. You should use the form to talk about your skills, experience and knowledge and how it is connected to the panel.

The form starts with questions on who you are. We will ask for your name, your email address and your phone number. We will use this information to contact you about the progress of your application so please check your email address and phone regularly. We will also ask you to share

any information you have on your qualifications and work experience. Your work experience can include paid or volunteer roles – it all helps to give us an understanding of you.

We then ask you to write some details about why you're interested in the panel, your understanding of modern slavery in the UK and your experiences of working with survivors. Please give as much information as you can.

In the last sections of the form, we ask that you provide us with the name and email address of two referees. These people will be asked to confirm your suitability for being a panel member should you be successful. We will not contact them without your permission.

We ask that you upload an application cover form and also give you the option of submitting a CV and an Equality Monitoring Form if you would like, however these last two are not a requirement.

## Saving your progress

You don't have to complete the form in one go. You can save and quit the form and return to it later. You can do this either from the top menu or the bottom bar.

The screenshot displays the 'Lived Experience Advisory Panel LEAP Application Form' interface. The top header includes the logo for 'MODERN SLAVERY & HUMAN RIGHTS POLICY & EVIDENCE CENTRE' and the title 'Lived Experience Advisory Panel LEAP Application Form'. The main content area contains text: 'Thank you for your interest in applying to the role of Lived Experience Coordinator at the Modern Slavery and Human Rights Policy and Evidence Centre. You are strongly recommended to read carefully all enclosures before completing the application form. The information you provide will be the material used in deciding your suitability.' A floating menu is open, listing options: 'Toggle List', 'Details', 'Preview', 'Submit', and 'Save & quit' (highlighted with a red circle). The right sidebar shows 'Questions' with three items: '# 1' (Multiple Select), '# 2' (Small Text, 'Your name'), and '# 3' (Small Text, 'Your email address'). The bottom bar features 'Back', '1 / 22', 'Next', and 'Save & quit' (highlighted with a red circle) and 'Submit' buttons.

## How we will shortlist people for interview

Applications will be reviewed by a panel of people connected to the Modern Slavery PEC, who have an understanding of the Lived Experience Advisory Panel and of the wider goals of the Centre. There will be 3 panellists. The Modern Slavery PEC is committed to a fair and equal recruitment process for all, and part of this involves making sure our panels are made up of a diverse range of people with different backgrounds and experiences. By doing this, we aim to reduce the risk of conscious or unconscious bias and ensure equal treatment and opportunities for all applicants.

The selected panel will shortlist the applicants to be interviewed by comparing the information each applicant shares in their form with the information asked for in the Person Specification, and how likely it will be that they can undertake panel membership as described. The people who best demonstrate this will be invited to interview.

We make a shortlist of candidates by looking at each criterion in the Person Specification and scoring how well an application has met each point. The scores are:

2 – full evidence of meeting criteria

1 – partial evidence of meeting criteria

0 – no evidence of meeting criteria

The panel all shortlist applications independently of each other and then meet with each other to discuss their scores and agree on which applicants will be invited to interview.

## The interview

At the interview, we will ask you a series of questions related to the panel and your relevant experience. It will last around 45 mins.

It is expected that formal interviews will take place the week commencing 15 May.

## Offering feedback

We receive many applications and, as a small team, it is not possible for us to give specific feedback to everybody who applies but is not shortlisted. We will provide feedback to anyone who attends an interview with us.

Thank you again for your interest in working with us at the Modern Slavery PEC and we look forward to receiving your application.

Informal questions about any of our roles can be sent to [office@modernslaverypec.org](mailto:office@modernslaverypec.org).