BritishRedCross

Applying for a role at the British Red Cross

A guide for candidates

The power
of kindness

We're committed to recruiting the most talented individuals to help us with our mission to mobilise the power of humanity so that people can prepare for, respond to, and recover from crisis.

Here you'll find information on the application process to help you apply to become part of our team.

Our application process

Anonymised recruitment

We ensure that everyone is treated equally and fairly, and recruitment decisions are based solely on job-related criteria. We operate an anonymised process where personal details including your name, age, ethnicity, religion, gender, and contact details are not shared with the hiring manager. Once you are invited to interview the hiring manager can see basic details such as your name and contact details.

Application form

Our online application form is divided into four sections. You do not need to complete the application in one sitting. Once you complete a section it can be saved. You can leave the system and return to complete the application later. Once all sections have been completed you will be able to submit your application. Once your application has been submitted it can no longer be edited.

If you need support with your application or need to apply in another way, please contact our recruitment team recruitment@redcross.org.uk / 0300 004 0554.

Step 1: Uploading your CV & Supporting Statement / Application Questions

If you have a CV (curriculum vitae or resume) you can upload it to our system and details of your education and work history will automatically transfer through to your application. The hiring manager cannot see your CV until you are invited to interview so we recommend you check that the details have transferred correctly (in Step 2) and that you use your responses to the application questions to tell the hiring manager why you are a great fit for the role.

If you don't have a CV or prefer not to upload one, you can manually enter information on your work and education history at the next step.

Supporting Statement or Application Questions

We want to know more about you and why you're a great candidate for the role. Depending on the role you have applied for, we will either ask you to write a supporting statement (up to 900 words) OR to answer a couple of short questions (150 words per question). The information you provide helps us to understand:

- what motivated you to apply for the role,
- why you're interested in working for the British Red Cross, and
- how your knowledge, skills and experience match the job description

Preparation: we recommend that you read the job advert and role profile (job description) carefully. Pay attention to the selection criteria listed in the role profile (knowledge, skills and experience). These are the criteria against which applications are assessed.

Provide examples: In your supporting statement / answers, use clear and specific examples to tell us how your skills, knowledge and experience relate to the selection criteria. Your examples don't need to be work related, you can include examples of personal experiences, from education, volunteering, clubs or other groups.

Using examples to demonstrate your knowledge, skills or experience

You could say …
"I have good communication skills"

But it is more powerful to say …
"I regularly communicate with customers in person and on the phone in my role as a customer service officer and I adapt my communication style to match that of the customer"

Structure your answers: A clear and logical structure will help your skills and experience stand out. You may wish to ask a friend to read your answers to make sure they are easy to follow.

Structure your statement: A clear and logical structure will help your skills and experience stand out. In your supporting statement, you can use paragraphs to describe how you meet each of the selection criteria. You can use sub-headings to separate your points. It can be helpful to draft your supporting statement in a separate document so you can easily edit it and then copy it over to the application form when you are happy with it. You may wish to ask a friend to read your supporting statement to make sure it's easy to follow.

Example – extract from a supporting statement

Project Management

In my role as a Project Assistant, I maintained project documentation, organised meetings and monitored project timelines. I completed training to develop my project management knowledge and am keen to develop my skills further through mentoring or a professional qualification.

MS Office

I use MS Office to communicate with colleagues (MS Teams and Outlook), file project documents (SharePoint) and create spreadsheets (Excel) to track project progress. I regularly train new colleagues in these systems.

Working in an inclusive way with marginalised and vulnerable groups, working with multiple stakeholders, meeting standards

As subject lead for Personal, Social, Health and Economic Education (PSHE), I developed a new curriculum to meet statutory guidance. The diverse needs, abilities, and experiences of learners, including those from marginalised and vulnerable groups were at the centre of the programme design to ensure the curriculum was fit for purpose and enabled learners to develop the skills needed to lead healthy, and independent lives. I collaborated with several stakeholders, including the PSHE Association, where virtual consultation sessions provided expert guidance on the development of the curriculum. I led in-person focus groups with community-based partners to discover local challenges. My collaborative approach ensured statutory requirements were met and the local and individual needs of learners were addressed.

Avoid identifying information: To maintain the anonymity of the recruitment process, we recommend that you do not include any identifying information such as your name in the answers.

Use of Artificial Intelligence (AI) in your application: We recognise the value of AI tools and know that you may choose to use AI tools when preparing your job application. However, when applying for a job at the British Red Cross, it's important that the application is your own. While we do not actively encourage or discourage the use of AI in recruitment, we do expect that when AI is used, it is used **responsibly and ethically**.

Your application should reflect **your own voice, experiences, and ideas**. While AI can be useful for checking spelling, grammar or helping structure your answers, it should not be used to generate answers. We are looking for authentic candidates who bring their unique perspectives and skills to the role.

Acceptable use of AI:

- Using AI to check spelling, grammar, and clarity
- Getting help structuring your supporting statement
- Helping brainstorm ideas
- Using assistive AI technology to meet accessibility needs

Unacceptable use of AI:

- Submitting an application or answers generated entirely by AI
- Copying and pasting AI-generated responses without tailoring them to your experience
- Using AI tools in a way that misrepresents your skills, knowledge, or personal voice

Step 2: Employment, Education, Qualifications and Language History

If you uploaded your CV or resume in step 1, information will automatically be transferred into the application form. We recommend you check that the details have transferred across accurately and then manually correct any errors.

If you did not upload a CV or resume, you can manually enter details of your employment, education, qualifications and language skills.

In this step you also can tell us if you wish to apply under the Disability Confident scheme. We are a Disability Confident Employer and offer interviews to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised role profile or job description and apply under the Disability Confident scheme.

Step 3: Personal Details and Right to Work

Here you can tell us if you are an internal candidate, and provide details around driving licences, criminal convictions and your right to work in the UK.

Criminal Convictions: The British Red Cross is committed to a fair recruitment process, welcoming applications from all, including those with criminal convictions. Under our Recruitment of Ex-Offenders Policy, convictions are considered only when relevant to the role, and any required criminal record checks are conducted in line with legislation to ensure suitability for the position. This policy is available on request.

The British Red Cross fully complies with AccessNI, Disclosure and Barring Service (DBS), and Disclosure Scotland Codes of Practice, as well as data protection laws. You can find copies of the codes of practice on the 'How to apply' page of our website. In line with our Data Handling policy, any disclosure information is used only with the applicant's consent, stored securely, and destroyed once it is no longer needed. This policy is available on request.

Right to Work: Please note that UK-based vacancies at the British Red Cross require you to have the right to work in the UK. We do not offer visa sponsorship as standard for our roles. If a role is open to sponsorship, we will clearly note this in the advert.

Step 4: Equal Opportunities and Submission

In the final step of the application form you will be asked to provide details of your personal details such as your age group, ethnicity and gender. This information is collected for reporting purposes only and is not visible to hiring managers at any point during the recruitment process.

Clicking 'Next' in this section will submit your application.

Once your application is submitted

After you submit your application form you will receive an email confirming that we have received your application.

Once the closing date for applications has passed, our recruitment team and the hiring manager will review applications against the selection criteria and candidates who best meet the criteria will be invited to interview. We aim to complete the shortlisting process within a week of the closing date.

Help and Support

If you have a query about our application process or require support to apply in a different way, please contact our recruitment team via:
recruitment@redcross.org.uk / 0300 004 0554.