

**The British Institute  
of Human Rights**



**SENIOR  
HUMAN RIGHTS  
OFFICER:  
APPLICATION PACK**

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### About this application pack

Thank you for your interest in the role of Senior Human Rights Officer at The British Institute of Human Rights (BIHR). This pack contains full details of the role, of the person we are looking for, of our application procedure and of our selection process. To maximise your chances of making a successful application and being invited to interview, please do read through this pack carefully.

# A welcome from Sanchita, our CEO



Thank you for your interest in the role of Human Rights Officer at the British Institute of Human Rights. We are excited to be recruiting and look forward to a new colleague joining our small and mighty team.

BIHR is an independent charity focused on supporting change through the positive and practical use of our Human Rights Act. Each year we work with over 3,000 people directly, including individuals, community groups, public officials, and non-governmental campaigners. Our work bridges practical programmes to support people benefit from their rights in everyday life with experience-informed policy work. We are experts not only in the law, but in what the law means for people's everyday lives. Through this we continue to develop lived experience across the organisation and in the way we do our work. We also invest in our operational foundation, with policies, processes, and support to help our talented team to flourish.

It is an exciting and vital time to join BIHR. There is much to get stuck into as we see our practical human rights change work continue to grow. The policy landscape is also challenging, with the Government Bill on the parliamentary schedule that would scrap our Human Rights Act in favour of reduced protections for everyone. BIHR is at the forefront of work to resist this Rights Removal Bill.

Our work often means in any one week we might be partnering with a small community group to secure change in their local area, delivering a large programme with public officials to help them be accountable for upholding people's rights in their day-to-day decisions, working with 200+ NGOs to secure the Human Rights Act, or supporting people to influence parliamentarians with their lived experience of human rights in practice. As a Senior Human Rights Officer, you will be supporting colleagues with your more senior knowledge, skills and experience across this work, as well as taking an important role in leading our newer or higher risk programmes and supporting income generation.

We're looking for a colleague who can provide peer leadership, with advanced knowledge and practical experience on our Human Rights Act and its everyday impact. We want to hear from you if you have the experience and enthusiasm to both support your colleagues and to engage the people, communities, and public bodies to use human rights approaches, with expertise and energy to amplify the practical impact of this work with politicians. Read on to find out more about BIHR, the role, and how to apply.

Sanchita Hosali, CEO, The British Institute of Human Rights

# About BIHR

BIHR's is a UK-wide charity whose **mission** is support people and organisations to use human rights advocacy and approaches to achieve positive social change.

Our **vision** is of a strong and just society, in which all people can live well and flourish, safe in the knowledge that their human rights are respected, protected, and fulfilled in their local communities and nationally.

We specifically work with the UK's **Human Rights Act** to understand and apply human rights and help people achieve this change.

Our [model of supporting positive change](#) is about



working with people to ensure they know their human rights and can self-advocate



working with community groups supporting people to ensure human rights are upheld



working with public bodies, who have legal duties to uphold people's human rights\*



working to amplify the voices of the people we work with through our policy work, ensuring the real stories of how our Human Rights Act is being used across the UK reach the people with the power to change laws and systems

\* Why we work with human rights duty bearers, as well as rights holders: Our work with public bodies shows us that staff want to achieve the best possible outcomes for the people they support, although they are often facing tough decisions, tight time and budgetary constraints, and a complex maze of laws and regulations. Our Human Rights Act provides a legal framework that requires public bodies to uphold people's human rights whenever possible. By equipping staff with the knowledge, confidence, and legal framework they need to back up rights-respecting decisions, we can help give them the courage to balance risks with rights and achieve better outcomes for people accessing services. It is vital at all our staff appreciate this aspect of our change model, and the SHRO has a leading role in championing how we work on change with both rights holders and duty-bearers.

## BIHR as a charity

BIHR is a charity. This means that we must report to the Charity Commission and comply with Charity Law. This includes the requirements that we do not exist for a political purpose, that we are not partisan or party political, and that we only campaign insofar as it furthers our charitable objectives. Our charitable objectives are to promote human rights as set out in human rights laws, primarily the European Convention and the Human Rights Act within the UK. We do not work on international human rights laws (outside of the Convention, as it impacts the UK) or in other countries.

BIHR is governed by a [Board of Trustees](#); chaired by Sir Nicolas Bratza, a former President of the European Court of Human Rights. The Trustees delegate the running of BIHR to the CEO, Sanchita Hosali, who leads our talented [staff team](#). We are a small, busy team, committed to the work we do, and to maintaining a positive and supportive team environment.

## Working in the current context

We help people, communities, and public officials to understand what the law is – both the rights and the duties – so they are in the position to ensure human rights are upheld in their daily activities and interactions. Our practical work is focused on the Human Rights Act in everyday life, outside the courts.

It is important to be clear about what we don't do. We do not offer legal advice, case work support, or represent clients. BIHR is also not a campaign group. We focus on using the current law in the Human Rights Act for positive practical and policy change. We do not campaign to change or go beyond human rights law as it stands in the Human Rights Act (and where relevant, the Convention).

Currently the Human Rights Act is under threat and the possibility of being replaced by a Bill of Rights which has reduced human rights protections for people in the UK. There are also concerns about the impact this has on the UK's international obligations under the European Convention on Human Rights, from which our HRA rights are drawn. Our Board of Trustees has therefore authorised BIHR, in line with Charity Commission statutory guidance, to campaign to secure the Human Rights Act, and resist attempts to reduce the human rights protections it contains. Thus, BIHR sometimes uses campaigning as a tool, within certain limits, but is not a campaign organisation.

# About the role

## Overall purpose of Senior Human Rights Officer role

BIHR's Senior Human Rights Officers are an integral part of the team, providing senior support in enabling change through human rights by working with People, Communities, and Systems, and taking what we learn from this to influence Policy. Our Senior Human Rights Officer roles (and Human Rights Officer roles) deliberately cover both practice and policy work. It is important to our operating model that the people in our team working with community groups on access to public services, or with frontline staff in those services, are also making the case for why our Human Rights Act matters with the policy makers that determine the parameters of those services and the laws which govern them.

The Senior HRO role specifically combines:

- The management, development and delivery of programmes and policy work, which can include task (but not line management) of members of the Delivery Team (Human Rights Officers, Research & Communications Associate, Policy & Parliamentary Assistant), including first-level sign off for a range of outputs.
- Peer support to the Delivery Team, using more senior experience and expertise to help colleagues learn and develop, and to assist with finding and implementing solutions to programmes and policy work.
- A leading role supporting the Senior Management Team (Head of Programmes and Policy, Operations Manager, and CEO) to ensure the implementation of our Strategic Framework across the organisation, to capture our impact, and to identify and pursue relevant funding opportunities.

The appointed candidate will be joining our current Senior Human Rights Officer, Katrin McEntee. You can [read Katrin' staff bio](#), and [watch her staff video](#).

Our SHROs have come from a range of backgrounds including independent advocacy, health and social care practice, policy, and legal research.

## Who is the role suitable for?

As with all our roles, a deep commitment to realising the Human Rights Act's aim of supporting a culture of respect for human rights in the UK, to ensure the practical use of the Act outside the courts, is essential. We are looking for an excellent communicator, able to build effective internal and external relationships, with the confidence to bring people together, and to be assertive, when needed, to secure BIHR's positions.

The role is very varied and exciting, an opportunity to bring to bear your senior knowledge of the Human Rights Act and experience of working directly with people to achieve change. This will involve leading on our more complex / larger / newer programme and policy projects, providing internal peer support, and acting as an external spokesperson and relationship builder.

It is crucial to have knowledge and experience of working within public services or with people accessing or delivering public services. The delivery aspect of the SHRO role is focused on supporting practice and policy change. Our biggest human rights change programmes currently focus on healthcare / social care / social work – so demonstrating the required experience and knowledge levels here will be vital. We also have an exciting range of funded work to support community groups directly, and working on these programmes is likely to be a key aspect of this role.

It's therefore important for SHROs to be able to show good working knowledge of the Human Rights Act in legal terms, but also in practical everyday terms, for the people we work with. Importantly, you must be able to support, engage and enthuse others on the practical application of the Human Rights Act in everyday life, both internally in the delivery team, and externally through our programmes and relationships.

The policy aspect of the role also means that political acumen is important. You will need to be someone who values the importance of policy work is premised on both an accurate understanding of the law as it stands, and the amplification of lived experience.

With a varied role such as this, the ability to plan effectively (we have lots of tools, covered in induction) and manage a range of competing times and deadlines is important. As is flexibility, teamwork, and a can-do attitude.

All our roles are remote-based, and we provide staff with a home equipment set-up and look at any specific needs people may raise.





# Key information about the role

Job title:	Senior Human Rights Officer
Reports to:	Head of Policy & Programmes
Works with:	All staff and Lived Experience Experts. There is no line management with this role, but SHROs do provide peer support and leadership to the Delivery Team. This can include task management and senior programmes and policy management, as agreed with the Head of Policy and Programmes.
Salary:	Salary Band £34,882 – £38,092. BIHR usually appoints at the start of the band, unless there are exceptional circumstance.
Contract:	Initially, a 12-month fixed term contract, with a 6-month probationary period. (All positions are subject to funding).
Working Hours:	Full-time, 35 hours a week, worked Monday – Friday. TOIL policy operates for out of hours work, including where travel and/or overnight stays are required.
Location:	This is an almost entirely remote role, primarily working from home (equipment provided). The SHRO role may involve working on programmes that requires in person meetings or delivery or to attend policy meetings. Where this is needed travel, accommodation and subsistence is arranged by BIHR. BIHR does provide weekly co-working spaces at central London venue, for those who would like to use facilities. A monthly full team face to face meeting takes place at the same venue in London. Travel costs to/from the central London co-working space are at the employee’s own expense.
Leave:	26 days annual leave per year (FT) plus bank holiday entitlement.
Pension:	Auto-enrolment scheme (after 3-month waiting period) with 5% employer contribution (minimum 3% employee contribution)

Benefits:	<p>Occupational sick pay (after probationary period).</p> <p>Decompression time for staff delivering services, particularly relevant for this role.</p> <p>A range of paid leave, including maternity and paternity, emergency, and dependent leave.</p> <p>Flexitime.</p> <p>Monthly wellbeing time.</p> <p>Office closure between Christmas and New Year.</p>
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# Job description

All staff members are required to deliver their work in accordance with BIHR's core mission, always acting in the best interest of the charity. A genuine commitment to supporting positive change through the use of the Human Rights Act working with rights holders, duty-bearers, and policy officials, across the UK is required at all times.

The SHRO role combines:

- The management, development and delivery of programmes and policy work, which can include task (but not line management) of members of the Delivery Team (Human Rights Officers, Research & Communications Associate, Policy & Parliamentary Assistant), including first-level sign off for a range of outputs.
- Peer support to the Delivery Team, using more senior experience and expertise to help colleagues learn and develop, and to assist with finding and implementing solutions to programmes and policy work.
- A leading role supporting the Senior Management Team (Head of Programmes and Policy, Operations Manager, and CEO) to ensure the implementation of our Strategic Framework across the organisation, to capture impact, and to identify and pursue relevant funding opportunities.

The main aspects of the SHRO role are: (A) human rights training and resources; (B) human rights programmes; (C) human rights policy, research, and communication; (D) external relationships and networking; and (E) internal aspects of the role, including peer support, income generation support, and helping ensure the smooth running of BIHR. The emphasis of each aspect of the role is not as strict divide; however, it should be noted that training and programme work is fundamental, as our practical work is the foundation for our policy work and other interventions. The division of tasks across the role will shift in response to factors including current training and programme needs, the external policy landscape, and our internal needs. In addition, work is proactively planned, and we use a number of tools to plan annually and quarterly.

## **HUMAN RIGHTS TRAINING AND RESOURCES**

Plan, develop, deliver, review, and improve human rights resources and support / training workshops on the practical use of the Human Rights Act, and provide peer leadership to the Delivery Team on their human rights resources and workshops. SHROs lead on more complex workshops /resources which often carry higher risk management, including but not limited to new areas of work.

- Plan, develop, and deliver own human rights information and advocacy resources and one-off training workshops and events.
- Provide peer support to the Human Rights Officers in their training, and resource development work. This includes sharing more senior knowledge and expertise, first level sign off for the development of materials, offering practical advice and problem-solving support.
- Ensure effective monitoring and evaluations of human rights resources and workshops, with learning that can be shared internally and externally, including ensuring relevant information is collected and available for funder reporting.
- Take a leading role in evaluation, reflecting on learnings and impact of the above and incorporate this into future activities and proactively use to identify new workstreams.
- Update BIHR's website on the above activities, ensuring engaging and impactful content.
- Complete the above tasks using remote/digital means and where required via face-to-face work, with a clear understanding of accessibility and the needs of audiences.

## **HUMAN RIGHTS PROGRAMMES**

Plan, develop, deliver, review, and improve human rights learning and development programmes (with communities and public bodies) on the practical use of the Human Rights Act. SHROs lead on more complex programmes, which often carry higher levels of risk management, including but not limited to new areas of work. SHROs provide peer leadership to the Delivery Team on their programme planning, development, delivery, and evaluation. Where possible, we co-produce our programmes with people with lived experience; SHROs have a lead role in supporting our lived experience experts.

- Plan, develop, and deliver own human rights practice programmes.
- Provide peer support to the Human Rights Officers in their practice programmes. This includes sharing more senior knowledge and expertise, first level sign off for the development of programme elements, sessions, and materials, offering practical advice and problem-solving support.
- Use a range of different learning and engagement approaches, including training, peer learning, network development, case and practice reviews, policy reviews and developments, and think creatively about the best means of supporting human rights capacity development.
- Establish clear project plans to guide deliverables and set expectations with partners, ensuring timely and effective interventions delivered within budget.
- Ensure effective monitoring and evaluations of programmes, with an emphasis on participative qualitative learning which can be shared internally

and externally, including ensuring relevant information is collected and available for funder reporting.

- Take a leading role in evaluation, reflecting on learnings and impact of the above and incorporate this into future activities and proactively use to identify new workstreams.
- Take a leading role in the supporting of BIHR’s lived experience experts in programmes (where possible) ensuring their participation is respected, appropriate, and safe.
- Update BIHR’s website on the above activities, ensuring engaging and impactful content.
- Complete the above tasks using remote/digital means and via face-to-face work, with a clear understanding of accessibility and the needs of audiences.
- Complete the above tasks using remote/digital means and via face-to-face work, with a clear understanding of accessibility and the needs of audiences.

## **HUMAN RIGHTS POLICY, RESEARCH, AND COMMUNICATIONS**

Plan, develop, deliver, review and improve human rights policy projects, primarily focused on securing the Human Rights Act and amplifying lived experience alongside BIHR’s practical and legal expertise. This includes work which enables people, community groups and public services/authority staff to understand and be involved in national debates about human rights law. SHROs take a leading role on more complex policy work and/or work which is mission critical to BIHR. SHROs provide peer leadership to the Delivery Team on their policy projects.

- Working with the Head of Policy and Programmes (and CEO) to establish and implement clear policy plans with key objectives to secure our Strategic Aims, clear and timely deliverables, and set expectations with partners, ensuring timely and effective interventions delivered within budget.
- Proactively identifying policy opportunities in Westminster and the devolved nations, identifying key interventions for BIHR’s experience informed research work on the Human Rights Act.
- Leading role supporting lived experience, with our [RITES Committee](#).
- BIHR’s policy interventions include evidence submissions, policy papers, briefings, events, guides, videos, calls to action, guest blogs and articles. We do this as BIHR, support our RITES Committee to make interventions, and work jointly with other groups.
- Leading role in managing the use of BIHR’s monitoring and evaluation data, and input from our work with people, communities, and public bodies, to demonstrate BIHR’s impact internally and externally
- Proactively identifying and responding to key human rights issues in the UK, related to our work, and develop public commentary and outputs.
- Relationship management with a range of networks working to secure the Human Rights Act across the UK, including at devolved levels.

- Provide peer support to the Human Rights Officers in their policy work, this includes sharing more senior knowledge and expertise, first level sign off, offering practical advice and problem-solving support.

## **BIHR'S EXTERNAL RELATIONSHIPS & SPOKESPERSON**

Represent BIHR professionally and proactively including managing existing relationships and developing new ones, and participating in networks, forums and working groups. SHROs act as a senior representative for networks, policy work, and speaking engagements.

- Proactively maintain and develop BIHR's current relationships in the voluntary and public sectors, on an individual basis and via networks/forums.
- Proactively maintain and develop BIHR's current relationships in Westminster, UK Government, and devolved parliaments and administrations.
- Use initiative to identify and forge relationships with new partners and forums.
- Be a primary contact for own designated programme and policy work and across all other programmes/policy as needed, ensuring effective relationship management and development.
- Ensure good working relationships with a range of key contacts including policy and programmes partners and technical suppliers.
- Provide peer support to the Human Rights Officers in their relationship management, as needed.

## **INTERNAL ASPECTS OF THE ROLE**

- Provide a range of internal peer support sharing expertise and experience with the Delivery Team.
- Provide peer leadership in ensuring BIHR's positive and proactive culture amongst the team.
- Provide peer leadership on ensuring BIHR's Strategic Framework is adhered to as a living guide running across all the Delivery Team's work.
- Leading role working with the Head of Policy and Programmes in identifying and securing income generating or fundraising opportunities to support BIHR's growth and development.
- Leading role in developing narratives and data to ensure effective funder reporting with the Head of Policy and Programmes and the CEO.
- Support colleagues with research and communications, including on social media and website development, with senior expertise on BIHR's knowledge areas and potential risks.
- Actively participate in internal meetings, reviews, and development processes, supporting colleagues to be actively engaged as well.
- Any other relevant duties as required by the CEO and/or Head of Policy & Programmes or Operations Manager.

# Person specification

This person specification is very important; it sets out the essential (and desirable) criteria for this role. The application form will ask you to set out specifically how you meet each of these criteria.

## ESSENTIAL

### General attributes

- Genuine commitment to BIHR's mission and our focus on the practical implementation of the Human Rights Act across the UK.
- An understanding of the importance of equality and non-discrimination for BIHR's work, as under the HRA and Equality Act.
- A "can-do" attitude, with the confidence and willingness to take on new tasks and assignments and to problem solve and support others to problem solve when needed.
- Strong team player with ability to get stuck in and bring colleagues with you in a small organisation.
- Efficient, reliable, flexible, and collaborative working style and the ability to demonstrate initiative and confidence to act on that initiative.
- Senior Human Rights Officers are expected to be self-motivating and to motivate others in the team with ability to work effectively from home as part of a virtual team, and to work face to face when needed.
- The ability to, and appreciation of the need for, travel across the UK to deliver this role when needed.
- Commitment to working in the charity sector, and in particular what it means to work for positive change focused on the implementation of the current law.
- A clear understanding of what it means to work for a charity that may use political campaigning, as opposed to a campaign group working outside of the charity legal framework, including the importance of developing strong, cross-party relationships and not being driven by party or personal politics; this will be especially important for this role.
- Strong communicator both internally and externally, with a desire to communicate with others in the team and external colleagues to work through challenges as they arise and communicate opportunities to meet BIHR's mission.

## Human rights knowledge and experience

- At least three years of experience of working on human rights in the UK, with specific experience of working on the Human Rights Act (not the European or the HRA tangentially).
- A master's degree is not required for this role; but your knowledge of the Human Rights Act should be at least to undergraduate level (which may have been developed via work not necessarily academic study). You must have an excellent working knowledge of the HRA in practice, developed beyond academic study.
- At least two year's work experience showing an understanding of human rights standards in the delivery of health and social care, particularly mental health law and/or mental capacity law.
- At least two years' experience of working in the charity sector, voluntary sector, or the public sector in a role with some similar functions.

## Learning and development skills and experience

- At least two years' experience of developing and delivering rights-based training for adults, preferably including UK human rights.
- At least two years' experience of developing and delivering programmes to build the capacity of people to develop the knowledge, skills, and confidence to bring about social change. (By capacity building we mean more than one-off training). This can be with people directly, with community, advocacy, or voluntary sector groups, or with staff in public services/ authorities, or a combination of these.
- Demonstrable experience of developing and implementing effective creative approaches to technical or legal training.
- Demonstrable experience of developing and implementing effective practical information resources for people to support them to make change in their lives / work.
- Demonstrable experience of developing and implementing effective monitoring and evaluation, particularly focusing on impact, to support reporting and improvements to work.
- Demonstrable experience of supporting people with lived experience of risks to human rights to be involved in the development and delivery of practical support and/or policy. This could be lived experience as an individual rights holder and/or lived experience of being a duty bearer.

## Policy, research and communications skills and experience

- Experience of policy work, demonstrating a practical understanding of political and parliamentary processes, ideally at the UK level (devolved experience is also valued). Our policy work includes relationship management with MPs, Peers, Government departments, parliamentary committees, etc.



- Experience of planning, developing, and implementing policy projects with a range of interventions including policy submissions, evidence, briefings, and guides, (e.g., work related to government consultations or parliamentary and other inquiries).
- Experience of planning, developing, and implementing policy based research which is both desk-based/legal research and participative research directly with stakeholders.
- Ability to understand and communicate the practical significance of complex legal issues (preferably human rights) for non-legal audiences, using plain and engaging language.
- Excellent verbal and written English language skills, including the ability to communicate appropriately with a range of audiences.
- Excellent networking and relationship management skills, developed through demonstrable senior experience.

### Computer and digital skills

- Proficient in using Microsoft Office particularly Word, Excel, PowerPoint, and Outlook for work, and particularly communication, record-keeping, and training delivery.
- Technologically confident including the ability to develop and deliver online human rights support (e.g., via video conferencing).
- Demonstrable ability to learn new packages, including BIHR's website and social media platforms and programmes.

### Organisational skills

- Excellent self-administration and time management skills, with the ability to prioritise and manage multiple tasks simultaneously to a high standard.
- Ability to work under pressure to deadlines, including when working remotely, and adapt to a fast-moving environment.
- Excellent attention to detail and accuracy, including meticulous proof-reading and editorial support to colleagues.

### DESIRABLE

- Experience of developing Easy Read materials and/or other accessible information and/or co-production.
- Demonstrable practical experience of human rights in relation to another area of people's interactions with public services, e.g., housing, children, education, immigration, policing, welfare, etc.
- Knowledge of UN mechanisms relevant to the UK.
- Experience of social media for professional purposes.
- Working familiarity with Microsoft 365 including Teams, OneDrive, and SharePoint.

# To make your application for the role

## General instructions

- You can find all the documents to apply for this role on [our website](#).
- Please read the Job Description and Person Specification carefully as showing how you meet the person specification is a vital part of the application.
- Please download the Application Form. Please read the application form carefully and complete it according to the instructions.
- Please send your completed application form to [vacancy@bihr.org.uk](mailto:vacancy@bihr.org.uk).
- Please do not submit a CV and cover letter instead of using the application form; such applications will not be considered.
- Incomplete application forms will also not be considered.
- If you wish to, you may also submit the optional Equality and Diversity Form with your application form. As the form states, this will be separated from your application and remain anonymous. We ask applicants to complete this, if they choose, to help us understand who we are reaching, this is part of our legal duties under the Equality Act.

## Deadline for applications

Completed applications must be received by 10.00 am on Wednesday 10 May 2023. We regret that late applications will not be considered.

## Selection process

We operate a thorough selection process, based on various aspects of the role, to ensure that candidates can demonstrate their suitability, and that they get a good understanding of the nature of this position. The process consists of:

- An online interview with a panel with unseen questions (approx. 90 mins)
- A practical oral communication task (max 10 minutes) during the interview. (You will be given details of this in advance, so that you can prepare).
- A timed written task (max 60 minutes) which you will be asked to complete on the day of the interview. (You will not be given full details of this task in advance as it is intended to be an unseen task).

Where candidates are closely matched, we may also make use of Hogan Assessments to help assess suitability.

## Interviews

Interviews will be online via Microsoft Teams, and you must be able to use this platform to attend interview. Interviews are likely to take place on week commencing 22 May 2023. We will let candidates know whether they have been selected for interview by Thursday 18 May. If you have not heard from us by this date, you may assume that you have not been shortlisted on this occasion. We regret that, due to the number of applications we receive, it is not possible for us to respond to all applicants; only shortlisted candidates will be contacted.

## Guaranteed Interview Scheme for disabled applicants

Please note: BIHR operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria for the role, which are set as 70% of the person specification essential criteria. The application form includes a tick box to be considered for this scheme. If you would like further information about our policy on this, please email us on [vacancy@bihr.org.uk](mailto:vacancy@bihr.org.uk) (marked "SHRO 2023 Guaranteed Interview Scheme" in the subject title).

**Thank you for your interest in joining BIHR, we hope to  
welcome your application soon!**

