



ASHBY JENKINS RECRUITMENT

Writing a supporting statement

95% of permanent roles within the charity sector will require a supporting statement, the hirer will be looking for you to demonstrate your experience, a persuasive writing style alongside good spelling and grammar.

It's important you make a strong impact whilst keeping the statement concise, you do not want your supporting statement to be longer than two pages.

4 key things:

- Make it bespoke for each role
- Don't just repeat your CV, pull out key examples
- Refer to the person specification to ensure you are writing relevant information
- Triple check spelling and grammar

Intro paragraph

This should outline your interest in the cause and why you are interested in this role. Be specific, highlight one of their projects or areas of work and make sure you mention which elements of the role you are excited by. This will show that you have done your research and that you aren't just applying to every role out there.

Body of the statement

You then need to go through the key requirements mentioned in the person specification part of the JD and provide examples of when you have done that previously. Make sure you are providing concrete examples and solid numbers wherever you can, e.g. 'I was able to secure our first major donor at a level of £100,000, this was through a tailored and detailed stewardship plan.' Feature any campaign results or fundraising achievements as this will speak clearly and concisely of your achievements.

Summary paragraph

This should reinforce why you are interested in the role and why you are the best candidate for the position.