



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 2 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
- Check spelling and grammar – use Grammarly - <https://app.grammarly.com/>

Intro paragraph

This should outline your interest in the cause and charity. Be specific, highlight one of their projects or areas of work so that they know you've looked at their website and done some research. If you don't include this, they are unlikely to shortlist you for interview.

Why this role

This should be your second short paragraph. Make sure you mention which elements of the role you are excited by (you can find this from the JD), again this makes it feel like a bespoke application which will increase your chances of being invited to interview.

Financial achievements

If you are applying for a role that is income generating, you should include at least two paragraphs outlining two specific examples, these examples should include:

- Details of how you secured the income (the steps you took)
- The name and the financial value of the funding
 - For a corporate funder it's useful to outline the fundraising mechanism e.g COTY, CRM
 - Name isn't needed for HNWLs but is useful for corporate and trusts
- It's also useful to outline the overall income you are responsible for in one year
- If you have grown income in your role, outline from £X to £X and how you did it

- Ideally one of the paragraphs will be about a new funder you've secured and one about an existing funder
- If you are using two examples of existing funders try to use one that was challenging and how you managed that and another that you grew

Internal stakeholder paragraph

Basically every role will need you to work with either internal or external stakeholders, in this paragraph you will need to outline an example of a time you've worked collaboratively with another team internally. You should outline the situation, how you approached it and the outcome – e.g. Working together we were able to get the campaign/report/proposal out on time and secured the income planned/this improved our ways of working moving forward.

Management experience paragraph (if a managerial role)

If you are applying for a role where you are managing people you should include a paragraph with your management experience. Outline the size of teams you've managed before and your general management style. Ideally, you can include a sentence about when you have improved a team's performance financially or strategically.

Summary paragraph

A very short paragraph, to wrap up your interest and say you are looking forward to hearing from them