



A little about us

Candidate prep pack

Contents

| | |
|----------------|-------------------------------------|
| PAGE 3 | Introduction |
| PAGE 4 | About Compassion |
| PAGE 5 | Our three key programmes |
| PAGE 6 | What sets us apart |
| PAGE 7 | Our values |
| PAGE 8 | Benefits of working at Compassion |
| PAGE 9 | Our selection and interview process |
| PAGE 10 | Tips for your interview |
| PAGE 11 | Safeguarding |
| PAGE 12 | Disability confident employer |

Introduction

Thank you for your interest in joining the team at Compassion.

We've created this candidate pack to give you a little more insight into who we are, what we value, and what to expect throughout our recruitment process.

Whether you're just exploring opportunities or preparing for an interview, we hope this resource helps you feel informed, encouraged, and confident about your next steps.





About Compassion

Compassion is a Christian child development charity that sees beyond the devastating reality of poverty to the God-given potential in every child and family.

In partnership with 8,900 local churches across 29 countries, we move with compassion to release children from poverty in Jesus' name.

Today, more than 2 million children receive education, healthcare, and life-changing support tailored to their individual needs. Led by Jesus, Compassion empowers children to thrive and bring hope to their communities.

We serve children

through 3 key programmes



Survival 0-1 YEAR

We're passionate about seeing babies flourish during their critical early years. Our church partners create loving communities where parents are equipped, whilst babies are provided with vital vaccinations, health check-ups and good nutrition.

Sponsorship 1-22 YEARS

We long to see young people who are thriving followers of Jesus making a positive difference in the world. Our holistic approach helps release children from economic, physical, social and spiritual poverty.

Interventions

Through locally led initiatives, we remove additional barriers preventing children and families from overcoming poverty. Our church partners address broader community or family needs such as building a borehole to provide safe water access or buying mosquito nets.

Rosemary
Tanzania



What sets us apart?

Christ centred

It's all about Jesus. He's our inspiration, the model we follow and the one we strive to introduce others to. We move with compassion because Jesus did.

Child focused

We empower children with the resources and relationships they need to address the spiritual, economic, social and physical challenges of poverty.

Church driven

We always work in partnership with the local church because they bring deep cultural understanding and knowledge of their communities' needs.

Our values

Integrity

We align our thoughts, motivations, attitudes and actions with the ethical principles found in God's Word. From the way we sensitively work alongside vulnerable children and parents to how we steward your donations, we're honest and trustworthy.

Excellence

We're committed to working with outstanding quality in a way that honours both God and people. We have world-class competence in developing partnerships with local churches and empowering children to learn, develop and overcome poverty.

Stewardship

Our work belongs to the children we serve, our church partners, our sponsors and supporters, and ultimately to God. We ensure the resources we're entrusted with are used strategically and wisely for the greatest benefit of children living in poverty.

Dignity

We believe all people are worthy of our respect and love. This influences every aspect of our work. We want to be honest about the challenges people face, yet we're committed to upholding and respecting their dignity.

Discernment

We believe God guides us in multiple ways (Scripture, prayer, wise counsel, expertise) to make community-affirmed, Spirit-led decisions as we pursue God's will in accomplishing our mission together.

Benefits of working for Compassion

We're so thankful to all our employees for their wholehearted commitment to releasing children from poverty. In return, we offer a variety of benefits that we hope will suit each individual as they journey with us.

Key benefits

- Enhanced annual leave. 25 days of annual leave plus bank holidays, with 3 extra gifted days at Christmas to help you rest and recharge.
- Enhanced Pension scheme. 10% employer contribution to help you plan for the future.
- Private medical and dental cover. Comprehensive health support for you and your family.
- Income protection and life cover. Including 4x salary life insurance and group income protection.
- Enhanced policies. Family-friendly leave, support for carers, and enhanced sickness leave.
- Employee Assistance Programme (EAP). Confidential support through Help@Hand, including counselling, wellbeing resources and staff discounts.
- Specsavers eye care vouchers. Routine eye tests and support for screen-use glasses.
- Electric car scheme. Salary sacrifice scheme to support sustainable travel.
- Time in lieu. Recognising your commitment and flexibility.



In addition to our key benefits, we also encourage a sociable and friendly culture by:

- Free parking at Compassion House
- Access to Compassion House gym. With shower facilities to support your wellbeing.
- Access to the Company Shop.
- Celebrating life milestones. We love to celebrate birthdays, weddings, babies and more.
- Tea and Treat Wednesdays. A midweek moment to pause and enjoy together.
- Fully equipped kitchen and breakout areas. Space to relax, connect and refuel.
- Free tea, coffee and fruit in the office
- Hot-desking freedom. Sit where you want, when you want.
- Weekly team prayers and devotionals. Time to reflect, worship and grow together.
- Compassion updates and worship events
- Smart casual dress code
- Learning and development opportunities. Grow your skills through training, mentoring and coaching.
- Recognition programmes. Including formal rewards, shout-outs, service awards and more.





Pravesh with his
mum and sister
Sri Lanka

Our selection and interview process

Submitted application

Once we've received your application, the hiring panel will review it and shortlist candidates after the role's closing date.

We'll be in touch

You'll hear from us via email or phone within a week of the closing date, whether your application has been shortlisted or not.

Selection and interview

Great news, you've been selected for an interview! We'll confirm the time and date for the interview and explain how it all works.

Interview

Check out our interview hints and tips on the next page. Please note that you may be asked to return for a 2nd interview or partake in an assessment task.

Selection journey

We'll contact you with a final decision within 2-5 days of the interview. We'll be praying for plenty of rest and peace to be with you during this time.

Decision and job offer

Decisions are reached after considering all interviewees against the post's requirements. Once the selection is finalised, the successful candidate will receive the job offer and further details.

Hints and tips for your interview

Hints

It's perfectly okay to bring notes, your CV and the job description of the role you're applying for if that will help you in your interview.

Note some of the achievements and challenges you have overcome in your past and present roles. What went well, what would you change, what was the outcome, and what did you learn?

Compassion has a smart casual dress code, and we understand that what you wear doesn't define your ability to do the job. However, we feel that a more formal dress code is appropriate for an interview. If you have any questions about this, please feel free to ask.

We offer free parking at Compassion House.

Tip one: Spend some time researching the website and re-visiting the job description. It's important to understand the company and position you're interviewing for so you can prepare, respond and ask questions confidently.

Tip two: Ensure you know where the office building is beforehand, so you're confident of where to go.

Tip three: There will be space at the end of the interview for your questions. You can ask questions about salary, benefits and hours, but we also encourage you to think outside the box.

Tip four: Take a few seconds to think before responding to a question. This will allow you time to process what's being asked and how best to answer.



Temistocles and his father
Brazil

Safeguarding commitment

Compassion UK is committed to ensuring that everyone who comes into contact with us or our work is protected from all forms of harm, abuse, neglect, and exploitation. As such, Compassion UK expects all staff to share this commitment and uphold the highest standards of safeguarding.

All offers of employment will be subject to satisfactory references and appropriate screening checks, including Disclosure and Barring Service checks. Compassion UK also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we'll request from the job applicant's previous employer information about any findings of sexual misconduct, such as sexual exploitation, sexual abuse and/or sexual harassment, during employment.

We'll also request information on incidents under investigation when the applicant leaves employment. When someone submits an application for a job with us, they'll confirm that they understand these recruitment procedures.

We value diversity

We value diversity and are committed to creating an inclusive environment for all employees, and we want all candidates to have the opportunity to participate fairly in the recruitment process and have the best possible experience. If you have a disability, long-term condition, or short-term impairment, please let us know so we can discuss how we might best support you. Please share the following information upon confirming your interview time and date slot via email:

- What barriers/difficulties might you experience during the interview process
- What you feel might reasonably remove or minimise those barriers/difficulties

We'll consider your request and confirm any reasonable adjustments that can be made to support you during the recruitment process. Any information you provide about a disability or condition will remain confidential unless it's necessary to share it to implement the adjustments.

Examples of adjustments that we could make:

- Adapting tests or selection exercises. For example, by granting some additional time for completion
- Building in rest or toilet breaks
- Communication support

What is reasonable depends on each situation. The employer must consider carefully if the adjustment:

- Will remove or reduce the disadvantage – the employer should talk with the person and not make assumptions
- Is practical to make
- Is affordable
- Could harm the health and safety of others

“

**May He equip you
with everything**

**good for doing His will, and may He
work in you what is pleasing to Him,
through Jesus Christ, to whom be
glory for ever and ever.”**

HEBREWS 13:21

