THE HISTORIC DOCKYARD CHATHAM

Recruitment Guidance Notes

Helping you complete your application

DEAR APPLICANT

Thank you for your interest in joining our crew.

As a registered charity that has over 140 staff and 300 volunteers, we aim to not only set the benchmark in maintaining excellence in the sympathetic preservation and use of The Historic Dockyard Chatham, its buildings, ships and collections through diverse re-use, but also to engage the widest possible audiences in learning about the significance and history of the former Royal Dockyard.

Our organisational culture strives for excellence across the board, delivering unmatched, inspirational and memorable experiences for everyone we interact with.

Our people sit at the heart of our charitable objectives and our culture. Alongside financial remuneration, the Dockyard offers a unique, exciting and stimulating environment to work.

"The Historic Dockyard Chatham is more than a museum, it is a place of inspiration, a centre for enterprise, a cultural anchor for Medway and Kent, and a proud symbol of our maritime past."

The Lady Colgrain, Lord-Lieutenant of Kent

"I am delighted to be working alongside such an exceptional group of people - our highly committed and professional team, dedicated volunteers, and our supportive Board of Trustees. Our people are the heart of Chatham Historic Dockyard Trust and their collective efforts make the Historic Dockyard the remarkable place it is. It is our ambition to be a ***world-leading maritime heritage destination****, together we are custodians of our unique heritage site and Museum, a vibrant business and commercial community, a hub for learning, and residential community."*

Richard Morsley - CEO

OUR VISION

“A WORLD LEADING MARITIME HERITAGE DESTINATION”

For over 400 years, Chatham Dockyard has defined the wider development of the Medway Towns and has been the beating heart of its community.

40 years on from its formal closure, our aim is for The Historic Dockyard Chatham to uphold our pioneering strategy of ‘Preservation through Reuse,’ utilising our heritage assets to deliver both charitable impact and sustainable income generation to achieve this vision.

We will do this by understanding and responding to the needs of our audiences and continuing to preserve the most complete Dockyard of the Age of Sail, recognising that our resilience and sustainability are keys to unlocking our success in the future.

OUR STRATEGIC OBJECTIVES

WE HAVE SET OUR THREE STRATEGIC OBJECTIVES AS:

AUDIENCE

Putting our audiences first

PRESERVATION

Preservation through reuse

RESILIENCE

Ensure a long-term sustainable future

READ OUR 10 YEAR STRATEGY

THE APPLICATION PROCESS

Our approach

- We appoint the best candidate for every role.
- Selection is merit-based on abilities, experience, and skills relevant to the job.
- Qualifications are assessed at the level required for the position.

Our commitment to ED&I

We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is **transparent**, **fair**, and as **inclusive** as possible for all applicants.

Our commitment to the Armed Forces

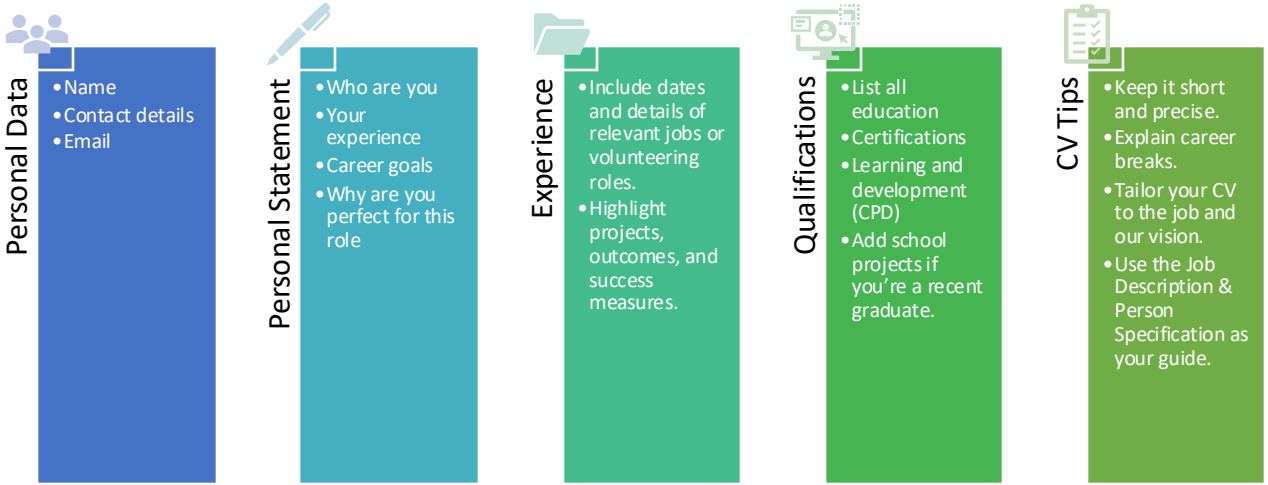
As a proud signatory to the Armed Forces Covenant, Chatham Historic Dockyard Trust welcomes applications from serving personnel, reservists, veterans and military family members. We recognise the value of military experience and the transferable skills it brings to our organisation.

Your application

- Complete the **application form** and enclose the most recent version of your **CV**. Provide information that **directly relates to the Job Description and Person Specification**.
- Focus on **essential criteria** that demonstrate your ability to succeed in the role.

YOUR CV

A CV is usually made up of the following sections and as long as we have the information listed, you can tailor it to your liking.



- We suggest that you **start a fresh and really think about the Historic Dockyard and the job that you want**.
- Look at the Job Description and Person Specification and tailor your skills and experience to that.
- **It will help to make you stand out and demonstrate that you have researched our organisation and the role.**

CHDT APPLICATION FORM SUPPORT

Section 7: Supporting Statement

Purpose:

This section is your opportunity to explain why you want the role and why you are the best candidate.

Tips for writing:

- **Show motivation:** Explain what attracted you to the role and our organisation. Mention any shared values or interests.
- **Match the role:** Refer to the job description and highlight how your skills and experience meet the various headings.
- **Be specific:** Use examples from your work, education, or volunteering that demonstrate your abilities.
- **Structure your response:** A clear structure helps, start with why you want the job, then outline your relevant strengths.
- **Keep it concise but impactful:** Aim for clarity, review and reference our 10-year strategy and avoid generic statements like "*I am hardworking*." Instead, show evidence.

CHDT APPLICATION FORM SUPPORT

Section 8: Relevant Experience / Skills

Purpose:

This section allows you to showcase achievements and experiences that make you suitable for the role.

Tips for writing:

- **Highlight achievements:** Include measurable results where possible (e.g., "*Increased visitor engagement by 20%")*.
- **Include transferable skills:** If you lack direct experience, focus on skills that apply to the role (e.g., communication, teamwork, problem-solving).
- **Mention voluntary work or projects:** These can demonstrate commitment and relevant abilities.
- **Use bullet points for clarity:** This makes it easier for us to scan your experience.
- **Refer back to the person specification:** Ensure you cover all essential skills and experience listed.

OTHER USEFUL INFORMATION CONCERNING YOUR APPLICATION

Complete all sections

Please ensure every section of the application form is fully completed.

Reasonable adjustments

We recognise that disabilities can be visible or hidden. If you require any reasonable adjustments during the recruitment process, please state this on the application form. All requests will be treated confidentially and will not affect the outcome of your application.

References

You should provide details of **two referees**, one of whom should be your current or most recent employer. References will only be requested for candidates shortlisted for interview or, in the case of your current employer, **after a conditional offer has been made**. We will seek your consent before contacting referees, and all information will be handled in accordance with **UK GDPR**.

Accuracy of information

Providing false or misleading information may lead to withdrawal of an offer or termination of employment following investigation and due process.

Selection panel

Your application will be assessed by at least two trained members of staff to ensure fairness and compliance with the **Equality Act 2010**. The panel will consider whether you have addressed the shortlisting criteria in the Person Specification and provided sufficient evidence.

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

- **Safeguarding**

We are committed to providing a safe and supportive environment for everyone who works with us, visits us, or uses our site. Safeguarding is everyone's responsibility, and we all play a role in promoting safety, respect, and wellbeing across our organisation.

- **Criminal records**

A criminal record will not automatically prevent employment with Chatham Historic Dockyard Trust. Each case will be considered individually and fairly. Some roles are exempt from certain provisions of the **Rehabilitation of Offenders Act 1974** because they involve working with vulnerable adults or children or access to sensitive information. For these roles, we are entitled to ask for details of all spent and unspent convictions, and checks will be carried out in line with **DBS guidance** and the Exceptions Order 1975.

- **Right to work**

We will only employ individuals who have a legal right to work in the UK. All offers of employment are subject to verification of this right, either through original documents or the **Home Office online right-to-work checking service**. Checks will be conducted in a non-discriminatory manner in compliance with the **Equality Act 2010**.

- **Data Protection**

Your application information will be treated in the strictest confidence and processed in accordance with **UK GDPR**. Information collected during recruitment will be retained for **6 months** and then securely destroyed. If you are successful, relevant information will be retained on your personnel file for the duration of your employment and any statutory retention period. You have rights under GDPR, including access, rectification, and erasure of your data.

Need further help?

If you have any questions, email us at:

recruitment@chdt.org.uk

We are more than happy to assist.