



2025

Candidate Pack

**Trusted evidence.
Informed decisions.
Better health.**

Address

11-13 Cavendish Square
London
W1G 0AN
United Kingdom

Contact

people@cochrane.org
cochrane.org

Working for us

As an employee, we offer you a wide range of benefits to suit your individual needs:

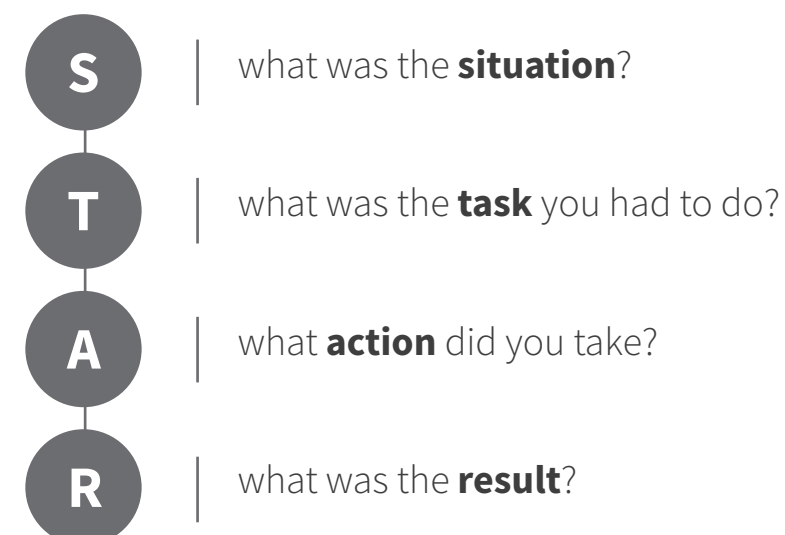
- 01 **Remote working first**, with the opportunity to attend face to face meetings throughout the year, including an annual 'whole organisation' event.
- 02 **27 days holiday plus Bank holidays** (rising to 29 days after 5 years' service)
- 03 **Employer pension contribution.** You may elect to contribute to the scheme at any level and Cochrane will make an employer contribution of 8% regardless of the level of your contributions.
- 04 **Employee Assistance Programme** – A free-phone confidential helpline to provide unlimited access to advice, information and face to face counselling support, where appropriate.
- 05 **Occupational Sick pay** – Enhanced above the statutory minimum, after probation.
- 06 **Occupational Maternity, Paternity and Adoption pay**
- 07 **Eye Care Vouchers** – Free eyes tests and, if needed specifically for VDU work, a contribution towards glasses.
- 08 **Festive Leave** - our whole organisation enjoys a festive closure from 25 December to 1 January inclusive. We do not ask you to use any of your annual leave entitlement as we want to promote year end wellbeing and rest for all our employees.
- 09 In addition to your contractual leave entitlement we have non contractual leave of 1 day '**birthday leave**' which is to be taken in your birthday month.

The Recruitment Process



We seek to ensure our application process is as accessible as possible. We aim to provide clarity on what can be expected from the process and will make reasonable adjustments for any candidate. As a **Disability Confident Employer**, any applicant who has shared a disability in their application and can demonstrate that they meet the essential criteria for the role, will be offered an invitation to interview.

We do not use application forms but ask for a comprehensive CV which covers at least the last 5 years of employment (where applicable) as a minimum. A cover letter is your opportunity to address the criteria for the role, as laid out in the job description. This is your personal statement to demonstrate how your skills and experience meet the requirements for the role. To provide the best evidence against the criterion, ensure you use specific examples to illustrate the specific skill or experience you are referring to. A good technique for this is using the STAR method;



Remember that we are interested in what you did more than anything other people did. So, make sure that you say 'I', and not 'we'.

| Shortlisting & Assessment

Applications will be reviewed by the recruiting manager after the advertised closing date. This will initially be a longlist against the essential criteria for the role. The applications that make it through the longlist, will then be reviewed in more detail against all the criteria (essential & desirable). The highest scoring applications will then be shortlisted for an invitation to interview.

Once shortlisting is complete, all applicants will receive communication from us either inviting you to attend an interview (where possible we will communicate the interview date in our job advertisement) or advising you that you were not successful in obtaining an interview on this occasion.

Feedback to candidates at any stage of the process can be provided by contacting the People & Culture Team.

| Interview

All roles will involve an interview, usually via Teams. However, some may also involve other assessment stages as well. The assessment process followed varies role by role.



The job advert may contain details of the planned assessment process, or you will be given more details if shortlisted.

All assessment exercises or interviews used are tailored to be able to find the most suitable candidate for the job role. They are also designed to give applicants more insight into the role and to provide a realistic expectation of the position to allow candidates to decide if the position is suitable for them as well.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

| Job Offer



Once all assessments have been completed, results for all applicants in consideration will be reviewed by the recruitment panel and a decision will be made about the most suitable person for the role.

If successful, the recruiting manager will be in contact to congratulate you and discuss the offer details. Once accepted, pre-employment checks will be carried out by our People & Culture team.

ONBOARDING



The successful candidate will be provided with an official offer letter, and their terms of employment for review, sign and return. This will be subject to all pre-employment checks being completed, returned and deemed satisfactory.

Once a signed contract has been returned, the successful candidate will be advised further of their onboarding process and start date if this was not included in the contract.

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