



SAXON WEALD

Great homes, building futures

RECRUITMENT PACK

FOR CANDIDATES



www.saxonweald.com

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For further information about Saxon Weald including our latest [Performance Report for residents](#), [Financial Statements](#) and [Corporate Plan](#) please visit www.saxonweald.com.



Welcome

Thank you for your interest in working at Saxon Weald.

We are a thriving housing association managing around 7,000 homes across Sussex and Hampshire. We provide affordable rented homes for individuals and families, as well as properties exclusively for people over 55. Through our Weald Living brand, we also offer homes for outright sale, market rent, and shared ownership. We are a social business and community benefit society. We operate on a profit-for-purpose model, reinvesting any surplus into improving existing homes and building new ones.

Our head office is in Horsham, West Sussex, and we employ around 280 wonderful people who provide a wide range of services for our customers. Our five values are very important to us and guide us in everything we do. They are: Be customer led, Be one team, Be forward thinking, Be inclusive, Do the right thing.

We are looking for people to join us who share our values and want to help us achieve our purpose: 'Helping people to build positive futures by providing safe and secure homes'. We believe that strong teams are built on a mix of different backgrounds, experiences and ways of thinking. That's why we welcome diversity.

This pack is designed to help you get to know Saxon Weald better, give you a clear overview of the recruitment process and answer common questions. If you have any further questions, please feel free to contact our People Team at applications@saxonweald.com or call 01403 226000.

We wish you the best of luck with your application.



The recruitment process

Keeping you informed throughout the recruitment process

When you apply for a job, we think it's important to keep you informed at every step. We will let you know when we have received your application, if you are invited to interview, and if you have been unsuccessful on this occasion.

Making your application

To apply, click on the 'apply for job' tab at the bottom of the advert. You'll usually be asked to submit your CV along with a supporting statement or answer application questions that show how your skills and experience match the role. Make sure to tailor your application to the role profile. It's your chance to highlight what makes you a great match.

While we understand that using artificial intelligence (AI) can be helpful when preparing your CV, we ask that you answer all our application questions yourself. This helps us get a genuine sense of your experiences and ideas, so we can get to know you as an individual.

If you need any adjustments or support during the application process, please let us know, we're happy to help.

Accessibility

As you move through the application process on our website, you may find the accessibility toolbar helpful. It's available at any point on the career's page, just click on 'Accessibility Tools'. This enables

you to make small adjustments to improve your experience, such as changing font size, using read-aloud functionality or applying screen masking options.

If you'd prefer to complete the application in paper form, please get in touch with our People team by emailing applications@saxonweald.com or calling 01403 22600.

Our head office in Horsham is fully wheelchair accessible, with ramps, automatic doors, accessible toilets and a lift. For blue badge holders, there is parking available at the front of the building.

Disability Confident Scheme

We are a Level 2 Disability Confident Employer and committed to removing barriers for candidates with disabilities. As part of this commitment, we apply the 'Rooney Rule' during shortlisting. This means we guarantee an interview to a fair and proportionate number of candidates who have a disability and meet all of the essential criteria for the role.



Interview arrangements

If you are short-listed, we will contact you to arrange an interview. We will let you know all the necessary information including: the date and time of your interview, where it's being held, who you will be meeting, the amount of time it will take and any documents you need to bring with you, or preparation needed.

Some roles may include an assessment exercise as part of the interview process. This could be a presentation, digital task, or scenario-based activity relevant to the role. If this applies to your interview, we'll give you full details in advance so you can prepare.

We'll do our best to be flexible around your availability and any specific needs you may have.

Tailored support

We want you to feel confident and comfortable during your interview. We understand that everyone's needs are different, and we welcome conversations about how we can support you to show your best self. This might include things like extra time for assessments, regular breaks, or alternative formats for questions.

We also recognise that neurodiversity covers a range of conditions such as autism, ADHD, dyslexia, and more. If you're neurodiverse, we'll work with you to understand what might help – whether that's a quieter interview space, preferred seating or extra time needed to process information.



Access to Work

Access to Work is a Department of Work & Pensions (DWP) scheme that can provide support to people with disabilities or health conditions. This includes communication support at job interviews. For details about the scheme, eligibility criteria and how to apply for support [click here](#).

Making the most of your interview

We understand interviews can sometimes feel a bit daunting. Our aim is to make the experience as relaxed and welcoming as possible, so you feel comfortable and confident in sharing your skills and experience and talking openly about what you can bring to the role and Saxon Weald. Feel free to jot down any notes or questions and bring them with you, whatever helps you feel prepared and at ease.

Interviews are a two-way process. They're not just about us getting to know you, they're also a chance for you to learn more about the role and about Saxon Weald. We'll give you a clear overview of what to expect, and we encourage you to ask questions if there's anything you'd like to explore further or need clarity on.





Finding us

Most interviews are held at Saxon Weald House, 38-42 Worthing Road, Horsham, RH12 1DT. When you arrive, press the buzzer on the front door and a member of the team will let you in and ask you to sign in on one of our tablets. There are convenient public transport links nearby, with Horsham train station a 20 minute walk from the office and Horsham bus station 2 minutes up the road.

If you plan on driving to us, please note that we do not have space for parking on-site, except for blue badge holders, where there is space at the front of the building. There is plenty of parking in the area, with the Forum multi-story car park a short walk from the office. Occasionally, interviews take place at other locations or virtually, but if this is the case, we'll let you know when we contact you to arrange the interview.

Talent Network

If you're interested in working at Saxon Weald, but we don't currently have a suitable vacancy, then we encourage you to join our Talent Network. This allows you to select the type of role you're looking for and upload your CV to our candidate pool. We proactively reach out when opportunities come up that match your skills and interests. You can sign up by clicking here: www.jobtrain.co.uk/saxonweald/TalentPool/TalentPool



Our benefits

Here's a reminder of the key benefits working at Saxon Weald:

- 27 days annual leave excluding bank holidays, increasing with length of service (pro-rata for part-time employees)
- Excellent pension scheme with employer contributions up to 12%, and opportunity to opt into pension salary exchange.
- Life assurance of 4x annual salary
- Cashback scheme for medical expenses such as dentist, optician, chiropractor etc
- Range of wellbeing benefits including Employee Assistance Programme with access to free counselling sessions, Thrive mental health app, gym discounts and 24 hour GP access and colleague network groups
- Electric vehicle salary sacrifice
- Loyalty scheme for long-serving colleagues

You can find out more about our benefits here:
www.saxonweald.com/careers/working-for-us/



About us

Formed in 2000, Saxon Weald is a thriving housing association managing approximately 7,000 homes across Sussex and Hampshire. We provide affordable rented homes for individuals and families, as well as properties exclusively for the over 55s. We also provide homes for market rent, shared ownership and outright sale through our Weald Living brand.

As a social business and community benefit society, we make a profit for purpose; reinvesting the money we make into improving existing homes and building new ones.

Great homes, building futures

The link between housing, health and education is well established. Our vision is centred around our drive to provide people with safe, warm, affordable homes to enable them to go on and make the most of their lives.

Our purpose

Helping people to build positive futures by providing safe and secure homes.

Saxon Weald's values

Saxon Weald's values are our underlying principles and are what matter most to us. When it comes to being customer led, understanding customers and their needs is central to our success. We need to know how customers think our services are performing and use that insight to drive us forward. This means putting customers at the heart of our decision making at every level of the organisation.



Our values

Saxon Weald's values are what matter to us most. They guide us every day in everything we do. At Saxon Weald we will:

-  **Be customer led**
-  **Be one team**
-  **Be forward thinking**
-  **Be inclusive**
-  **Do the right thing**





SAXON WEALD HEAD OFFICE

Saxon Weald House, 38-42 Worthing Road, Horsham, RH12 1DT

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