

Useful Websites

Newcastle Carers is your local carers centre if the person you support lives in Newcastle upon Tyne.

Website: www.newcastlecarers.org.uk

Email: info@newcastlecarers.org.uk

Phone: 0191 275 5060

North Tyneside Carers Centre is your local carers centre if the person you support lives in North Tyneside.

Website: www.northtynesidecarers.org.uk

Email: enquiries@ntcarers.co.uk

Phone: 0191 643 2298

Carers Northumberland is your local carers centre if the person you support lives in Northumberland.

Website:

www.carersnorthumberland.org.uk

Email: info@carersnorthumberland.org.uk

Phone: 01670 320025

Top Tip: There are many websites and templates online to help, some are listed on the next page.

WHAT IS A SUPPORTING STATEMENT?

Your supporting statement is the opportunity for you to shine in your application form. It should be more detailed than your Cover Letter or Personal Statement from your CV and make clear, detailed links to the Person Specification and your experience / skills.

Your supporting statement helps you to show how suitable you are for the role you are applying for. Your experience can be taken from any aspect of your life as long as it is relevant to the job role.

Top Tip: Copy and paste the person specification to a word document and work through, answering each bullet point with your relevant skills / experience.

WRITING YOUR SUPPORTING STATEMENT

Completion of a good supporting statement takes time! It is important that you have time to yourself and a quiet environment where you can concentrate.

When looking at your supporting statement, it is likely an employer will have the person specification to hand, so evidencing that you have the skills/knowledge/experience etc. in the order

they are listed will help the employer to find all of the information they are looking for and see that you are well-organised, logical and have good attention to detail.

Top Tip: You will find that many parts of the person specification are the same e.g. 'good communication skills' for lots of jobs, so once you have completed one supporting statement many parts can be used for multiple roles.

Contact your local carers centre for support around employability skills or join one of our online sessions!

Useful Websites

TPP Recruitment has an online guide on what to include in your supporting statement.

Website: <https://www.tpp.co.uk/blog/2020/04/what-to-include-when-writing-a-supporting-statement>

Harris Hill has an excellent guide on how to write a great supporting statement.

Website: <https://www.harrishill.co.uk/blog/2016/08/how-to-write-a-great-supporting-statement>

Top Tip: *Save each supporting statement you do as a new document and ask someone to proofread each one for you!*

A helpful formula to support clear and concise writing of your supporting statement is C.A.R. When answering each section of the person specification, using C.A.R will help you to maintain focus and help your statement to have a uniform style.

C = Context: First, set the context of your experience to show the situation in which you used the skills they are looking for e.g. I use my excellent organisational skills when caring for my family member and running my own home.

A = Action: Here you let the employer know the action(s) you have taken to meet the criteria in this experience, e.g. I regularly forward plan using a personal alarm system to make sure my family member takes all of their medication on time. I have a set routine in my home to allow me the opportunity to be available at certain times of the day to provide support to my family member.

R = Result: Using these methods ensures I am organised and confident, knowing which tasks I have set for each day while ensuring I am available and flexible enough to provide additional support to my family member. My forward thinking skills and ability to plan and see through all that is required of me each day makes me an ideal candidate for your organisation.

Top Tip: *Experience never leaves you! It doesn't matter which part of your employment history or current role as a carer you draw upon. You could have relevant experience from 10 years ago! The fact that you remember that experience and have used your skills effectively is the important part to show to the employer.*

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OPENING AND CLOSING PARAGRAPHS

We understand how difficult it can sometimes feel just to get started on such a big document! Your opening and closing paragraphs are just as important as demonstrating your skills. They are your opportunity to hook your reader in and sign off with a good impression.

Your opening paragraph really needs to let the employer know why you have chosen to apply for the job. Sometimes it is a great opportunity to make the employer feel special and think outside of the box as to why you are applying. It could be that you know the company well and love their values as a supportive employer. It could be that your beliefs are aligned e.g. charity work / animal welfare / environmental policies. Research suggests finding up to three different reasons that you have applied for the role with at least one being more personal and complimentary than 'the hours suit me'.

Your closing paragraph is your lasting impression with an employer, it's a great way to be remembered as a strong candidate and remind the employer that you are keen for the role. This paragraph should be short—just a couple of lines will do—and try not to be repetitive of things you have said before. It might simply be a very polite "Thank you for taking the time to consider my application, it would be an honour / pleasure to work for your company, I look forward to your reply."

Top Tip: *Your closing paragraph is also the opportunity to inform the employer of your availability for interview if they ask in the job overview / instructions.*

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