

Practice Support Programme – Programme Lead

Frequently asked questions

Thinking of applying for the role of Programme Lead at the London School of Architecture? Find answers to common questions about the application and interview process.

1. Thinking of applying for the job?

1.1 Where can I find the person specification?

For every role we advertise, we upload a Job Description setting out the responsibilities of the role. This Job Description also includes a Person Specification setting out the knowledge skills and experience we would be looking for in a successful candidate.

1.2 What do I do if I cannot make the advertised interview date?

We will try to accommodate the availability of short-listed candidates as best we can. In order to help us do this, we ask that you please specify any dates you are not available for interview on your application form.

1.3 I have questions about the role or job description/person specification.

No problem at all. Please email your questions to Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) and we will respond as soon as we can.

1.4 I am disabled and may need some support to carry out this role. How can I discuss this?

As a disability confident employer, we are committed to inclusive and accessible recruitment, and providing reasonable adjustments. Please contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) with your questions and we will respond as soon as we can.

1.5 I have a disability and I will require some support in completing the application process.

No problem at all. We are happy to help any disabled applicant with completing the application process. Please email Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) to advise us of any support needs you have and we will respond as soon as we can.

1.6 What time does the application process finish on the closing date?

TBC

1.7 I am not a UK citizen, will the museum be able to sponsor a work visa?

We encourage everyone to apply for our jobs but unfortunately the LSA is not able to provide sponsorship for work visas.

1.8 I am having problems with completing the application.

We are really sorry that you are having problems applying for one of our vacancies. Please contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) explaining the problem you are having and we will respond as soon as we can.

1.9 How do I apply?

Please apply by sending a Cover Letter (up to one page of A4) and CV (up to two pages of A4) to people@the-lsa.org by the closing date on Friday 31 May (applications close at 11:59pm).

2. After application

2.1 When will I find out if I have been shortlisted for an interview or not?

We aim to let all applicants know by email if they have been selected for an interview within one week of the closing date.

2.2 It has been more than one week after the closing date and I haven't heard any response to my application.

We are really sorry about this. We aim to inform all applicants the outcome of their application within one week of the closing date. Please contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) explaining the situation and we will respond as soon as we can.

2.3 Will I be notified if my application is unsuccessful?

Yes, we will email you thanking you for your application and confirming that your application has been unsuccessful on this occasion. If you have been unsuccessful on this occasion, we would still welcome you to apply for other job vacancies in the future. You can sign up for job alerts/LSA newsletter by subscribing to receive emails about new positions?

2.4 If my application was not shortlisted for an interview, will I receive any feedback on my application?

We would like to be able to provide feedback to everyone who takes the time to apply for one of our job vacancies. Unfortunately, as we receive a large number of applications for our roles, it is not possible for us to come back to everyone who has applied and not been shortlisted for an interview. We do, however, offer feedback to unsuccessful interview candidates.

2.5 I haven't heard anything after applying for the job.

We are really sorry to hear this and would like to extend our apologies to you. We value all applications for our vacancies, and it is important to us that our applicants are kept informed of their application. If you have submitted a job application, you should receive an email from us confirming this on the same day. Also, within 1 week of the closing date, you should receive an email from us informing you of the outcome of your application. If it is the case that you have not heard anything in regards to your application for a role please contact Daniel Davis, Professional Programmes Manager daniel@the-lsa.org and we will respond as soon as we can.

3. I have been shortlisted for interview

3.1 Unfortunately, I can't attend any of the scheduled interview times.

We will try to accommodate the availability of short-listed candidates as best we can. In order to help us do this, we ask that you contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) to let us know any times and dates you are available. We will try our best to arrange another interview date and time for you but we cannot always guarantee we will be able to do this, as it is dependent on the availability of the interview panel.

3.2 How will I know that I have successfully booked myself onto an interview slot?

We will email you confirming the interview slot you have booked yourself onto.

3.3 I thought I had successfully booked myself onto an interview slot but I haven't received an email confirmation.

If this happens, please email Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) and we will respond as soon as we can.

3.4 Will I have to do any tests as part of the interview process?

Each of our Job Descriptions include a Person Specification which explains how each of the person specification criteria will be assessed. In addition to this, when you have selected an interview slot, you will be provided with information on whether you will be asked to complete any tests on your interview date.

3.5 Will the test be completed on a computer or different?

It depends on the test. It is likely that you will be asked to complete the test using a computer, however, this is dependent on the role and the nature of the test.

3.6 I have a disability and I will require some support in attending the interview and/or completing any tests.

As a disability confident employer, we are committed to inclusive and accessible recruitment, and providing reasonable adjustments. Please email Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) to advise us of any support needs you have and we will make the necessary arrangements.

3.7 I have booked myself onto an interview slot but can no longer attend the interview at this time. How can I change this?

We will try to accommodate your availability to attend an interview as best we can. In order to help us do this, we ask that you contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) to inform us of this and we will respond as soon as we can.

3.8 How will I know where to go for the interview and who I will be meeting?

When you have booked your interview slot, you will be provided with information about the location of your interview and who will be greeting you.

3.9 I have an interview but I am running late / I am lost / I have gone to the wrong site for the interview.

Please telephone the LSA directly on +44 (0) 20 7206 2585.

3.10 I haven't heard anything after attending an interview.

We aim to inform interview candidates of the outcome of their interview within one week of their interview date, or earlier if we can. In the event that you haven't heard from us after one week past your interview, we are really sorry about this. Please contact Daniel Davis, Professional Programmes Manager (daniel@the-lsa.org) and we will look into this and respond as soon as we can.

4. After interview

4.1 If I am unsuccessful at the interview stage, will I receive feedback?

Yes, we commit to offering all unsuccessful candidates who attended an interview the opportunity to request and receive feedback. If you request feedback, we will arrange for an interview panel member to contact you with this feedback by telephone at a mutually convenient time.

4.2 If I am successful and have been offered a job at the LSA, how will I find out about this?

We will contact you by telephone to confirm that you have been made a conditional offer and the terms of that offer. If you accept our offer, we will email you within 2 working days with a letter confirming the terms of the conditional offer and advising on next steps.