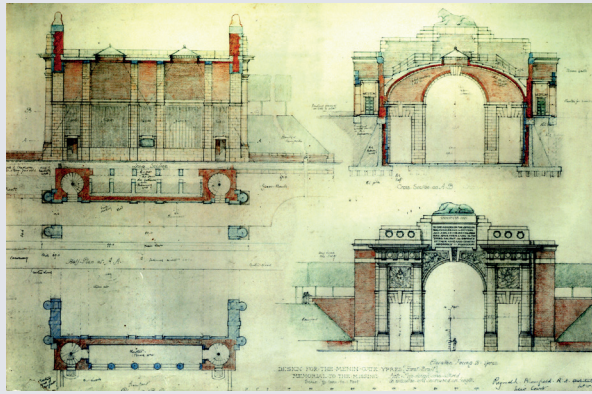


# WORKING FOR THE COMMONWEALTH WAR GRAVES COMMISSION

## UNITED KINGDOM RECRUITMENT PACK



# CONTENTS

WELCOME FROM THE DIRECTOR GENERAL .....3

WHO WE ARE .....4

OUR WORK IN NUMBERS .....5

OUR MISSION .....7

EMPLOYEE BENEFITS .....9



## WELCOME FROM THE DIRECTOR GENERAL



Dear Candidate

Thank you for your interest in working for our remarkable organisation, The Commonwealth War Graves Commission (CWGC). We very much hope this recruitment pack, will give you an insight into who we are and what we do, and encourage you to complete your application and ultimately become one of our valued colleagues.

At CWGC and in our charitable arm The Commonwealth War Graves Foundation (CWGF), we have a shared commitment, a clear vision and a set of values that drive all we do. They help define us and the standards we expect from our work and from each other. Above all, we are passionate – about the people we work with; about how we support and develop one another; and naturally about the work we do. I can speak from personal experience, that working for the Commission is a constant journey of discovery and learning. It is an exciting, and we feel, worthwhile endeavour in a dynamic, uplifting, supportive and very rewarding environment. We are looking for people just like you – with the passion, personality, dedication, determination and skills that will make a real contribution to who we are, what we become and to the shared global task we all work to deliver.

As an organisation with 1,380 staff worldwide, we speak many languages, possess different talents,

and come from a wide variety of backgrounds. Follow the link and take a look at our short film to get a feel for who we are and what we do around the world [https://youtu.be/EDS3x\\_nsBFw](https://youtu.be/EDS3x_nsBFw)

We are an organisation that cares about our people; we recognise and celebrate our diversity and our individual contributions and work always to ensure we help everyone, in every role across the Commission feel valued, appreciated and connected.

But above all, we are all dedicated to one purpose – to preserving in perpetuity, the memory and telling the stories of the fallen from the two World Wars, who sacrificed their lives, so that we might live the lives we do today. If this is something that you are keen to be part of, we very much look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Claire Horton', written in a cursive style.

Claire Horton CBE  
Director General



# COMMONWEALTH WAR GRAVES



The CWGC is a highly respected, prestigious, global Organisation that honours and cares for the 1.7 million members of the Commonwealth forces who died in the First and Second World Wars, ensuring their sacrifice will never be forgotten. Funded by six Commonwealth Member Governments, we build and maintain memorials and cemeteries at 23,000 locations, in 150 countries, including some of the world's most iconic, landmark monuments.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

We offer a unique and rewarding working environment. You will be amongst highly skilled and caring people, all striving towards the same objective, honouring the memories of loved ones. At the CWGC you can expect a varied and fulfilling role - no day ever looks the same.





# OUR WORK IN NUMBERS

**1.7 MILLION**



COMMONWEALTH SERVICE  
MEMBERS COMMEMORATED

**1.1 MILLION**



HEADSTONES WE MAINTAIN



**105**

NO. OF YEARS  
WE HAVE BEEN  
ESTABLISHED

NO. OF  
STAFF

**1380**

A COMBINED

**18,387**

YEARS OF  
DEDICATED SERVICE

COUNTRIES WE  
WORK IN

**153**



**322**

JOB ROLES

NO OF LANGUAGES  
WE SPEAK



**200**

THE CWGC IS ONE OF THE WORLD'S  
GREAT GARDENING ORGANISATIONS  
AND HAS THE LARGEST NUMBER OF  
CHARTERED HORTICULTURISTS AS A  
SINGLE EMPLOYER



**23,000**

LOCATIONS  
AROUND  
THE WORLD

**12,000**

GRAVES IN OUR  
LARGEST CEMETERY



**72,000**

NAMES ON  
OUR LARGEST  
MEMORIAL



ACRES OF OUR  
SITES COMBINED

**138,000**



# OUR WORK IN NUMBERS

**1.8 MILLION**



PEOPLE USED OUR WEBSITE IN THE LAST 12 MONTHS

**X2**

VISITOR CENTRES

**6**

MEMBER NATIONS

SOCIAL MEDIA FOLLOWERS

**217,000**

VOLUNTEERS WHO SUPPORT OUR WORK

**2,100**



**1,500**

CWGF FOLLOWERS



**160**

CRAFTSPERSON



**100+**  
VARIETIES OF PLANTS/  
FLOWERS



HORTICULTURAL MACHINERY

**6,000**



GLOBAL TRAINING HOURS COMPLETED

**8112**



**13,467**

ACRES OF LAWN CUT

ROSE TYPES

**80+**



**800**

HORTICULTURISTS

# OUR MISSION

OUR MISSION IS TO ENSURE THOSE WHO DIED  
IN SERVICE, OR AS A RESULT OF CONFLICT, ARE  
COMMEMORATED SO THAT THEY, AND THE HUMAN COST  
OF WAR, ARE REMEMBERED FOREVER.

OUR MISSION HAS GREAT AND ENDURING MEANING;  
EACH ONE OF THOSE WE COMMEMORATE WERE PEOPLE,  
LIKE US, WITH THEIR OWN AMBITIONS, AND DREAMS.

THEIRS ARE THE BROAD SHOULDERS ON WHICH WE  
STAND AND, BY REFERENCE TO THEM, WE REGARD  
ALL THAT WE ACHIEVE, AND ALL THAT WE STRIVE TO  
ACHIEVE, AS OUR PRIVILEGE.



## OUR VALUES

Our values are not just words on a page; they reflect and set our culture, and are lived and breathed as we work, as shared expectations, behaviours, and standards.

Our organisation is entrusted with the responsibility and the great honour of caring for the graves, memorials, records, and stories of the fallen. We are an organisation of **ABIDING CARE**, which is shown each day, in all that we do, in who we are, and in how we work.

We have taken this vital word – **CARE** – and used it as the base for our Values.

### We CARE

#### **C – Commitment – to getting it done and with pride**

We recognise that our work is extraordinary, and the pride we feel encourages us to go the extra mile each day to deliver our Mission.

#### **A – Ambition – to aspire, inspire and innovate**

For ourselves, each other, and our organisation, to ensure that we hand our organisation to the generations to come, relevant, stronger, and fitter.

#### **R – Respect – for ourselves, each other, our stakeholders, and our visitors**

Respect and dignity are fundamental to everything that we do. We are a diverse, inclusive, global team. We act in trust and to build trust, with integrity, clarity, and honesty.

#### **E – Excellence – by doing it well, safely and to the highest possible standards, always**

We recognise that excellence is not a destination, rather it is a continuing dedication to high standards and improvement.





## EMPLOYEE BENEFITS

We believe being at work should be rewarding. As appreciation for our employees valued contribution, we have created a wide variety of inclusive benefits to support health and wellbeing. We are all different so our benefits have been designed to have something for everyone. There has never been a more exciting time to join the CWGC family!

- You will be a part of an exceptional transition as we introduce our new strategy for the next 100 years
- We have a pioneering role in future proofing our world as we continue to improve the sustainability of our 23000 sites. We are the largest employer of Horticulturists who can make this possible!
- You will become part of a unique Organisation with a dedicated and proud team, making a difference to preserve history while focusing on today
- We are enhancing the ingenuity of our people with innovation and AI like never before
- Our people mean everything - working together to CARE with safety and wellbeing at the heart

## EMPLOYEE GROUPS

Good ideas can come from anywhere. We have a number of Employee Led groups to innovate and expand our horizons and opportunities. We also have an amazing Green Team, with a keen eye on improvements. We can't wait to work with you on our future!

## DEVELOPMENT OPPORTUNITIES

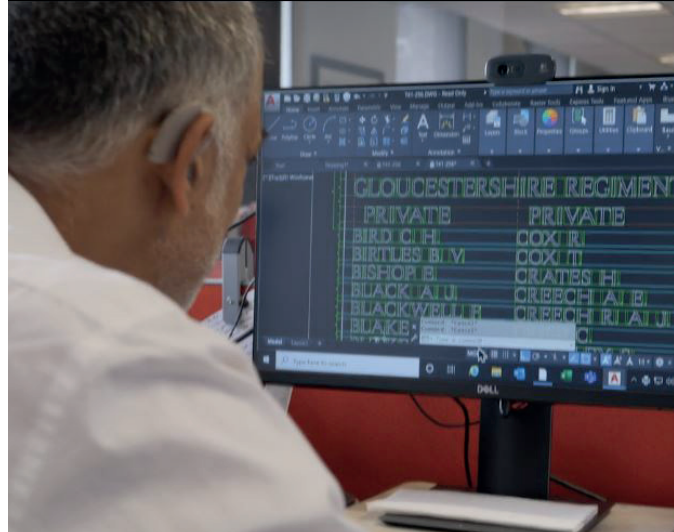
To help you achieve your full potential, we make considerable investment in training and development. We commit to providing both mandatory and technical training, together with a wide range of interesting and useful development opportunities throughout the year. We have created our own Diploma for Horticulture Staff and for our Head Office employees we have plenty of opportunities to grow too!

We will reimburse the cost of professional subscriptions or memberships relevant to achieve your role. To help further develop the fulfilling of your aspirations we may provide study support and cover the costs of formal qualifications.



## LIFE AND LEAVE

Our CARE and support for our employees goes beyond the working life. We offer a highly generous pension scheme and Life Assurance cover of up to six times salary cover. If you contribute to the Group Pension Plan the CWGC will double it and add 1%, up to a maximum employer contribution of 15%, of your pensionable pay.



We understand that life can be full of surprises and adventures, so we have ensured our benefits allow for down time as well as time to do the things you love!

- a competitive 25 days annual leave, rising by 1 day per year as at 1 January each year, until you have reached the maximum of 30 days (pro rata).
- Paid time off for all the public and bank holidays
- Half a day on Maundy Thursday
- A Privilege Day
- Paid office closure between Christmas and New Year
- We encourage our employees to take part and engage with their communities. To support, we will endeavour to grant time off in addition to your annual leave allowance
- We offer enhanced maternity and adoption pay you will receive the equivalent of full basic pay during the first 26 weeks of your leave. We also offer enhanced paternity pay to the equivalent of your full basic pay.

## WELLBEING

We understand the importance of a healthy work-life balance. We promote the health and wellbeing of our employees by providing a variety of services, in addition to proactive initiatives to support your wellbeing.

### **Employee Assistance Programme**

- 24/7 counselling helpline
- Up to 8 face-to-face counselling sessions, if clinically appropriate
- Online Cognitive Behavioural Therapy course and online chat counselling
- Access to online support, including fact sheets, mini health checks and webinars
- Access to the Employee Assistance App
- Access to a digital prevention tool offering techniques to manage stress and anxiety

### **Perennial**

Perennial is a well-known and respected charity. They have a great reputation for offering free and confidential advice, support and financial assistance to people of all ages working in a horticulture-based organisation or are retired from horticulture.

## PERKS

- As part of our benefits package, the CWGC provides a discount scheme for you to easily save money on purchases. The scheme offers a wide range of incentives, freebies, rewards and benefit solutions through vouchers, prepaid cards, online platforms and SMS.
- You could make big savings, help the environment and improve your fitness through our Cycle to Work Scheme.
- Reimbursement of Eye Tests and a generous contribution towards frames and lenses
- Occupational Health and Travel Insurance
- Fully trained Mental Health First Aiders available to support, listen and signpost
- You will be joining an Organisation with heart, we are a Disability in Confidence Employer





**COMMONWEALTH  
WAR GRAVES  
COMMISSION**

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