

# ICF

## ICF Recruitment 2025-6 FAQs

### **I live in the UK, but not in London, can I still apply?**

We welcome applications from applicants across the UK who can work remotely and be readily available to travel to attend events, and in-person team and project meetings, when required, within London and other parts of the UK. ICF will not cover the cost of this travel, so please factor this in when you apply.

### **I live abroad, can I still apply?**

While applicants currently outside the UK at the time of submitting their application are not explicitly excluded, please note that this role is only open to UK-based applicants. Applicants should be residing in the UK at the time of starting the role.

### **What do you mean by hybrid remote and in-person working? / How much of the job is delivered in person or remotely?**

The current ICF team is based in London and works remotely. The majority of this role will be carried out remotely; however, occasional on-site presence, including evenings and weekends, will be required during ICF activities within the UK. Daily tasks, and team and project meetings, primarily occur online, with on average one in-person staff team meeting in London each month, for which staff should be available. Flexible working arrangements can be considered where appropriate.

### **What should I include in my application?**

Your application for the fellowship must include all of the below information and documents in an email to [admin@internationalcuratorsforum.org](mailto:admin@internationalcuratorsforum.org):

- Curriculum Vitae (no more than 2 sides of A4)
- Cover letter or supporting statement (no more than 2 sides of A4) answering the following questions:
  - How do you meet the person specification of the role? Please give examples or demonstrations of experience.
  - What experience do you have delivering the responsibilities of the role?
  - What do you hope to bring to the role?
  - What about working with ICF excites you?
- The contact details for 2 references (either on your CV or in the body of your application email)

Please also complete the anonymous, online equal opportunities monitoring form here:

<http://bit.ly/42uyyAx>

### **Can I still apply if I have experience in some of the essential criteria specified, but not all?**

Our essential criteria for the Person Specification in all our job adverts are the minimum requirements that ICF's senior leadership team are looking for applicants to meet. Applicants

are asked to demonstrate how they meet these criteria in order to be considered for progression to the next stage of our recruitment process.

**The deadline for my application has passed. Can I still apply?**

ICF's deadline for a job application is Monday 5 January at 11.59pm (UK time) on the date specified in the job advert unless otherwise stated. Applications received after the deadline has passed cannot be considered.

**How do I know if my application was successfully submitted?**

You will receive an email from the ICF team confirming your application has been received within 24 hours of submission.

**Will I get feedback on my applications? / Will you provide feedback if my application is unsuccessful?**

Unfortunately, we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by 30 January 2026, please assume that you have not been shortlisted in this instance.

**When will I be notified if I am shortlisted?**

The shortlisting process will take place between 12 and 30 January 2026.

**I won't be able to attend my interview, can I reschedule it?**

We will try our best to accommodate any requests to reschedule; however, this is subject to the availability of our interviewing panel, and we cannot guarantee that this is possible on all occasions. Please reach out to us as soon as you know you might need to reschedule so that we can discuss potential options.

**I have a disability, can you make adjustments to assist me in the application and interview process?**

Yes. We welcome and encourage applicants facing barriers to applying and hope that we can accommodate as wide a range of applicants as possible. Please email [admin@internationalcuratorsforum.org](mailto:admin@internationalcuratorsforum.org) to discuss what reasonable adjustments we can make by Monday 15 December 2025.

Please note, we can offer an interview to any applicant with a disability who meets the required criteria listed in the person specification. If you wish to disclose a disability to us, please do so in your cover letter or in the email you send us to submit your application.

Anyone invited to an interview will also be invited to share details of any access needs in advance so these can be addressed. We can provide a budget to support individual access requirements. You can confidentially contact us should you require any reasonable adjustments to attend an interview.

**Will I receive feedback if my interview does not lead to a job offer?**

When we inform you of the outcome of your interview, in the unfortunate event that you're not appointed on this occasion, you will be notified of this decision and provided details on how to obtain any feedback.

**I have questions about the role. Who can I speak to about it?**

We are working to make our job opportunities and the application process as user-friendly as possible. If you have any questions beyond these FAQs, feel free to contact [admin@internationalcuratorsforum.org](mailto:admin@internationalcuratorsforum.org). We are a small team, with half working part-time, and we aim to answer your question(s) within 2-3 working days.

**I am not eligible for the role, but I want to work with ICF. Can you offer any help?**

We understand that some of our current opportunities might not be right for everyone and would like to help wherever possible. As a small team, we're currently focused on delivering our existing planned programmes and operations, but relevant future opportunities may arise. So we can keep you informed, please follow us on Instagram and sign up for our newsletter at [www.internationalcuratorsforum.org/contact/](http://www.internationalcuratorsforum.org/contact/)

**Why do I need to fill out an anonymous, online equal opportunities monitoring form with my application?**

ICF is committed to inclusivity and equity. Across all of our work, both critically and practically, we are committed to challenging the barriers to equality and inclusivity within our industry. We are asking you to share this demographic information with us anonymously because it helps us understand the cross-section of people applying for our jobs and who we reach through our communications.

We recognise that not everyone is comfortable sharing this type of data and you're not obliged to complete this form. However, we appreciate you taking the time to answer as many of the questions as you feel comfortable with. All responses are confidential and no questions are mandatory. We will use this information to review our internal processes and occasionally share it with our funders in an anonymised and aggregated format to demonstrate the impact of our work and reach of our opportunities.

**What is ICF's vision and mission?**

ICF is a catalyst and leader for cultural transformation in the visual arts, advocating for and fostering an equitable, inclusive and accessible ecology that sustains and is sustained by the value of diversity. You can learn more about ICF's vision, mission, and our overall approach via our mission deck, which you can access here: <http://bit.ly/433sDCE>