

Application Guidelines

1. **Open the job advert** – Click on the job link provided in the email. This will take you to the advert for the role.
2. **View the Job Description** – Within the advert, you will find a link to the Job Description and Person Specification. This will appear as a purple hyperlink.

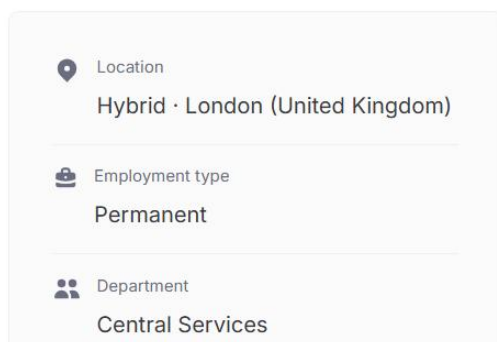
Once you click on this, it will open up the Job description in a new tab.

To Apply: A recruitment pack with the job description and person specification will be available here: [JD & PS](#). Please submit your CV and a cover letter outlining your suitability for the role.

Closing date: Friday 28 August 2026

Interviews: W/C 31 August. Exact date to be confirmed

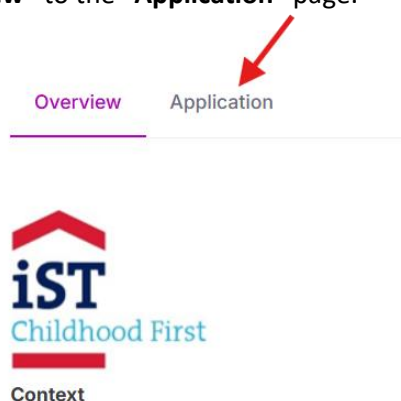
3. **Complete your Cover Letter**– Please complete a Cover Letter outlining your suitability for the role and save a copy of your completed version.
4. **Upload your CV and Cover Letter**- Click from “**Overview**” to the “**Application**” page.



Location
Hybrid · London (United Kingdom)

Employment type
Permanent

Department
Central Services



On the application page, please upload your CV to the “**Upload CV**” section and your Cover Letter in “**Upload cover letter**” section.

Overview **Application**

Application form

Upload CV

 Drag files here or [browse](#) to choose.
Supports PDF, DOC, ODT and image files

Upload cover letter

 Drag files here or [browse](#) to choose.
Supports PDF, DOC, ODT and image files

Full name Required

Phone number

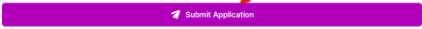
GB +44

Email address Required

5. Submit your application

Once your documents have been uploaded, please follow the on-screen instructions to submit your application.

Current location



Your application will then be sent to the hiring manager.

Need help?

If you experience any issues with the application process or have any questions, please contact HR at hr@childhoodfirst.org.uk or on 0207 928 7388.