

The Community Centre  
Campingland  
Swaffham  
Norfolk  
PE37 7RB

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**E:** [admin@homestartnorfolk.org](mailto:admin@homestartnorfolk.org)

**W:** [www.homestartnorfolk.org](http://www.homestartnorfolk.org)



Dear Applicant,

Thank you for your interest in our vacancy for Chief Executive Officer.

I have enclosed the following information in connection with the application:

- 1) Job Description and Person Specification
- 2) Staff Application Form
- 3) Guidance notes for completing the application form
- 4) Equality and Diversity Monitoring Form – this will be separated from your application on receipt and the information used anonymously to collate equality and diversity data to support our equality policy.

On completion of the application, please send with a covering letter and the Equality and Diversity Monitoring Form by email to [natalie.gotts@homestartnorfolk.org](mailto:natalie.gotts@homestartnorfolk.org). Please note that due to our safer recruitment policy and procedure we do not accept CVs, and these will be automatically discounted from the selection process.

The closing date for applications is 9am on Wednesday 2<sup>nd</sup> September 2026. However, we may bring this date forward if sufficient responses are received. Early applications are strongly advised.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Lynne Stabler'.

Lynne Stabler  
Chair of Trustees