

CH/CS/SL

March 2025

HOME-START NOTTINGHAM CHIEF EXECUTIVE OFFICER

Thank you for showing an interest in the position of Chief Executive Officer.

Please forward an up to date CV and covering letter.

You should pay particular attention to the job description qualities listed in the enclosed Person Specification, in relation to the requirements of the post. It is important to align your skills, experience and qualifications with the specific requirements mentioned. Your covering letter should be no more than two A4 sides of paper. We also ask that you complete the job application monitoring form and return it with your letter and CV.

Closing date for the return of CV and covering letter: **28th March 2025 at noon**

Formal interviews will take place: **8th April 2025** and details of the interview format will be sent

Stage 2 interviews will take place: **10th April 2025 (between 12 noon - 2 pm)**

References will be taken up after the successful candidate has been offered the post.

Your CV, covering letter and monitoring form should be sent by email to info@hsn.org.uk.

If you haven't heard from us by the 4th April please assume you have not been selected for interview.

You will be contacted personally after the short listing stage.

Yours faithfully

Clare Howling

Caroline Stephens

Clare Howling Caroline Stephens
Co-Chairs of Home-Start Nottingham

Enc Job Description & Person Specification
 Job Application Monitoring Form
 General leaflet
 Background information

