

How to Apply

To apply, please email your **CV** (including your contact details, education and employment history) and a **cover letter** to jobs@hijinx.org.uk

In your cover letter, tell us why you're interested in the role and how your experience matches the person specification.

Please include the **job title** in the subject line of your email.

Tips for Applying

- **IMPORTANT:** To help reduce unconscious bias, everything you send to us is anonymised and we review cover letters *before* looking at CVs. That means we won't see any of your personal details—like your name, education or employment history—until after we've done our first round of shortlisting. So please make sure your cover letter includes everything you want us to know about why you're right for the role.
- If writing isn't your preferred way of communicating, you can send us a **video or audio file** (up to 5 minutes) instead of a written cover letter. If you choose to submit a recording, the shortlisting panel will hear your voice (and, if you submit a video, know what you look like) but will still not have access to your CV, your name or your previous experience. Regardless of the way you send us the information, it's important you let us know why you're interested in the role and how your experience matches the person specification.
- You don't have to tick every single box on the person specification. If there are one or two areas you don't quite match, that's OK. Let us know how you'd bring transferable skills or experience—and we'll be open to ways we can support your development in the role.
- It's a great idea to ask a friend or colleague to check over your application before you submit it.
- If you're invited to interview, we'll send you the questions in advance. We want to give you time to reflect and prepare, so you can give the best answers possible.

FAQs

Can I work from home?

Most of our team works in a hybrid way, splitting their time between home and the office. Each job description will outline what's expected for that particular role. Please note, you must have the **right to work in the UK**.

I'm Deaf, disabled, neurodivergent or have a long-term health condition. Will the role be accessible for me?

Absolutely. Hijinx is a Disability Confident employer. We're committed to doing everything we can to meet access requirements—both in the application process and in the workplace. We can also support you to apply for **Access to Work** if you need additional resources or equipment.

We regularly review our health and safety processes to ensure a safe and inclusive environment for everyone.

What do you do to make the interview process accessible?

We'll ask if you have any access requirements when we invite you to interview and will do everything we can to meet them.

We always send out interview questions in advance so that you can prepare, research, and give answers that reflect your true abilities—we know not everyone performs best under pressure.

What if I can't make the interview date?

We'll always include the proposed interview date in the job advert to help you plan ahead. If you already know you won't be available, let us know in your application email.

Don't worry—this won't affect your application, as the hiring panel won't see this message until after shortlisting. If you're invited to interview, we'll do our best to offer an alternative date.

