

Work with us

A New Direction is committed to equal opportunities and values diversity in its workforce. We are a [Disability Confident Committed](#) employer and work from a social model of disability. There is space to tell us about any access requirements on the application form and we will always do our best to make any reasonable adjustments. If you need any of the application documents in a different format or need support with your application, please get in touch or call on 0207 608 2132.

Below we outline the process of applying to work with us:

Applying for a role at A New Direction



All applications should be submitted through our online recruitment portal. Each vacancy will prompt you to download and complete an application form, which has four sections:

- Employment – Space to tell us about your current and previous employment experience.
- Education, training and professional qualifications.
- Supporting Statement – Please read the job description and person specification and outline how your skills and experience would enable you to carry out the key responsibilities of the role (max. 1000 words). We recommend using examples in your statement that demonstrate how your skills and experience make you a great candidate for the role.
- References – please give the name and contact details of two referees.

Please save your application form as a PDF with your name in the document title.

When you are ready to submit your completed application form, please click the **'Apply Now'** button on the relevant vacancy page. This will take you through to the application submission form for this vacancy.

- You will be asked for your contact details.
- You will be invited to respond to our equality and diversity monitoring form.
- Upload your completed application form (saved as a PDF with your name in the document title). Please do not upload a CV or Cover Letter as these will not be considered as part of your application.
- Submit your application

Please note: You are not able to save your progress on the recruitment portal, so please make sure you have your completed application form ready to upload.

Please **do not** upload a CV or covering letter. Only the information submitted in your application form will be used when assessing your application for the role.

If you need any of the application documents in a different format or have any questions about the application process, please get in touch at recruitment@anewdirection.org.uk or call on 0207 608 2132.

Shortlisting and Interviews



We aim to complete shortlisting within three weeks of the vacancy closing. If your application is shortlisted, you'll be invited to an interview. If your application is unsuccessful, we'll aim to be in touch as soon as possible. Unfortunately, due to the number of applications we receive, we are unable to provide feedback at application stage.

Interviews can take place at our offices near Liverpool Street station or Hackney Wick. While the selection process differs slightly for each role, we often ask candidates to complete a short task and then interview with a panel of at least two members of our team. We'll give you all the information you need about the process when we invite you to interview.

Interviews are also an opportunity for you to ask questions about the role and find out about what it's like to work here.

Making interviews more accessible



We understand that interviews can be nerve-wracking. When inviting you to interview, we will always ask if you require reasonable adjustments. You may want to request these if you find interviews more difficult due to a disability, being neuro-diverse or having a mental health condition.

We appreciate that sometimes it can be hard to ask for what you need or know what to ask for. Here is an example list of what you can ask for to make the interview more comfortable:

- Large text copies of interview questions and reading aids
- A pre-interview building tour to familiarise with the space
- An informal chat before your interview
- An interview time that works for you, for example to avoid overwhelming travel times or difficult mornings
- Breaks during your interview
- A support worker or advocate to attend the interview with

You might find it useful a look at our visual stories for our [Worship Street](#) office and [Good Growth Hub](#), to get an idea of our spaces and where you might be working.

Get in touch if you want to talk more about making the interview process more accessible for you.

After the interview



After the interview, we'll get in touch to let you know the outcome of your interview as soon as possible. This can sometimes take up to a week. If on this occasion you're not offered the role, we'll always offer interview feedback.

All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.