

How to Apply

You can apply in writing or by audio.

Online

Visit: middleton.coop/jobs/development-lead

Email your application to people@middleton.coop:

Please send us:

- A one-page CV (this could be a word-like document or a PDF)
- Either a two-page supporting statement (this is ideally a word-like document to support our blind recruitment process)
- or an audio recording of no more than three minutes (for us to be able to listen to it so the format is ideally MP3, AAC, M4A or WAV).

By post

Post your CV and supporting statement to:

Middleton Co-operating - Recruitment Team
c/o Lighthouse Project
Second Floor
Middleton Shopping Centre
Middleton
M24 4EL

Your supporting statement should show how you meet the essential and desirable criteria. We know it's hard to fit everything in. We're particularly interested in work (paid or unpaid/voluntary) you have been involved in that matches the skills and values we are looking for. **You may also want to tell us how you would develop our existing and new circles.**

We recognise that the use of AI technologies can be useful in reducing the work that goes into job-hunting, and make it more accessible. However, we kindly request that you use your supporting statement to help us learn more about you as a person through sharing examples of your experience.

Please do not include your name or contact details in the supporting statement, or don't say your name in the audio recording. The audio applications will be transcribed and anonymised before they are shared with the shortlisting panel.

Fair Recruitment

Blind recruitment information

We will use an anonymised first-stage shortlisting process (sometimes called blind recruitment) - we're doing this to lower the impact of unconscious bias we acknowledge we all have.

This means that, for the first-stage shortlisting process, we will only read your supporting statement and only see your experience history (i.e. paid or unpaid employment/experience/volunteering).

One member of the team who is not involved in scoring will separate your CV and contact details from your supporting statement, give each application a reference and remove obvious identifying details such as names & pronouns.

The shortlisting panel will assess only the anonymised supporting statement and the experience history (that would have been copied/taken out of the CV) against the published essential criteria.

Audio applications will be transcribed and anonymised before being shared with the panel.

The full CVs will be reviewed only after the first-stage shortlist has been agreed.

Further fairer recruitment steps

To support our approach to equity, we will offer an interview to any candidate who meets the essential criteria and identifies as disabled or as having a disability.

To make sure all applicants are treated fairly, we will only consider information submitted as part of the application process when making shortlisting decisions.

We will not look at online profiles or seek personal comments from shared contacts.

Access and other ways to apply

Please email people@middleton.coop if you need support with your application because of your access needs, or if you would like to submit it in a different way.

We will make every effort to support you.

Deadline and Recruitment Timetable

Applications close at 11.59pm on Sunday 6 September 2026.

We plan to complete the first-stage shortlisting and inform everyone of the outcome by Friday 11 September 2026.

First-round interviews will take place during the week commencing Monday 28 September 2026.

Second-round interviews, if needed, will take place on Thursday 8 and Friday 9 October 2026.

We will respond to everyone who has sent us their application to confirm whether or not they have been shortlisted.

We will not be able to provide individual feedback in the initial application stages. We will offer feedback to everyone who has an interview with us.

We will tell shortlisted candidates about the next stage when we contact them. The exact process will depend on the number of applications, but we will give people enough notice to take part.

We won't accept applications via recruitment agencies.

Questions and conversations

If you have any questions about the role or would like a conversation with someone from the team, email info@middleton.coop with "Development Lead question" in the subject line and we will arrange a time.

Useful Information

Please read all the information in the recruitment pack before deciding whether to apply.

When thinking about your experience, consider your whole life. Paid and unpaid work, school or college, community activity, hobbies, caring responsibilities and what you do at home can all give you skills and experience that are relevant to this role.

We are committed to recruiting in a way that is fair, transparent and inclusive. We actively work to remove barriers that could disadvantage people whose experience has come through less traditional routes, and aim to assess applicants only on their ability to do the role, not on unrelated characteristics or circumstances.

We ask all candidates about their access needs and whether they require reasonable adjustments at any stage of the recruitment process.

Adjustments might include:

- Extra time.
- Breaks.
- Information in another format.
- An accessible venue or an interview online.
- Support for people whose first language is not English.

We will make every effort to meet people's needs.

Further Information

At Middleton Co-operating, we acknowledge that safeguarding is everybody's responsibility.

We are committed to preventing abuse and neglect, safeguarding the welfare of all children and vulnerable adults we come into contact with through our work, and creating a safe, positive and open culture where people feel able to share concerns without fear of retribution.

We do not hold a Sponsor Licence and therefore cannot accept applications that require sponsorship to work in the UK.