



Join TfGM – Flexible, Inclusive, Supportive

Guaranteed Assessment Scheme

We will work with applicants to arrange reasonable adjustments where required throughout the process, so let us know if you need access to this offer of support!

We also have a Guaranteed Assessment Scheme which you can find out more information on [here](#).

Please Ensure your application is Anonymised – Including in your CV

All appointments will be made on merit

We use AI to enhance our operations and services; however, we value passionate human talent – Applications that rely too heavily on AI may be rejected.

If you are using AI as a Reasonable Adjustment, please contact people@tfgm.com with further information

For this opportunity, you must be able to prove you have the right to work in the UK - if in doubt please visit the following link

[Gov.UK – Right to work checklist](#)

Please note we are not a licensed sponsor.

BENEFITS

 **Annual Leave:** 28+ days + bank holidays. Buy more if needed!

 **Free Travel:** Rail or Metrolink and Bus, to/from work.

 **Pension Scheme:** Local Government pension + life cover.

 **Wellbeing & Development:** Support, growth, and financial help.

 **Family-Friendly Leave:** Enhanced Maternity, adoption, paternity, fertility treatment, hybrid working, special leave.

 **Mental Health Support:** Employee Assistance Programme available.

 **Professional Fees:** Reimbursement where essential to the role.

 **Giving Something Back:** One paid day per year to volunteer for a cause of your choice.

 **Flexible & Hybrid Working:** Embedded in policy and culture.



We champion fair recruitment, inclusive policies, and employee voice.

-  **Training:** Mandatory EDI and recruitment training for hiring managers
-  **Celebrating Diversity** – Celebrating cultural events, panel discussions, empowering our people to bring their whole self to work!
-  **Inclusive Policies:** Regularly reviewed for accessibility and fairness
-  **Staff Networks:** Neurodivergent Network, Rainbow Network, Women’s Network, TfGMen, Faith and Race Groups, and we’re looking to add more!

How to get the most from your application

Step One – Do some research. There’s lots of useful information on our [website](#) about the work we do that may be helpful!

What Makes a good CV?

Clear and Concise: Use bullet points and headings to make it easy to review.

Tailored: Highlight experience and skills relevant to the role.

Achievements-Focused: Include outcomes, not just duties.

Readable Format: Avoid dense blocks of text; use accessible fonts and layout

Answering Application Form Questions

Be Specific: Give detailed examples that show your skills in action – Drawing from your own experience

Follow Instructions: Check spelling, complete all sections, and tailor responses to the job description.

Draft First: Prepare your answers in a separate document before submitting

What makes a good Cover letter?

Align your research: Make it clear how your values, skills and experience align with the work we’re doing

Read the role profile and advert: Let us know what makes you a good fit against the essential and desirable criteria

[More information about working for TfGM on our careers website!](#)