



Development Training Lead

Full time 33k-37k per annum depending on experience.

Reporting to: Development Director

Main Purpose: To oversee participant job finding and training programmes within the Development Team

You will work with: Development staff, CareTrade leadership team, CareTrade administrator, other CareTrade staff, local authorities, other external partners, participants, and parent/carers.

Your place and hours of work: Main office is based near Elephant and Castle plus occasional travel within London. Opportunity for some hybrid working. Hours are Monday to Friday 9am to 5.30pm (1 hour for lunch). 37.5hrs a week.

Benefits and Salary Information: Starting salary of 33K-37K per annum depending on experience. 25 days holiday plus 3-day Christmas Closure and 8 days bank holiday, for every year you get an additional day up to 5 years. Pension via Nest. 1 hour per week for wellbeing activities.

About CareTrade

CareTrade has a passionate belief "that employment is the biggest single factor that will transform the life of an autistic person."

And our vision for the future is "a world that embraces neurodiversity where all autistic people can lead purposeful, working lives".

- **Change** perceptions of neurodiversity.
- **Achieve** employment opportunities and outcomes for autistic jobseekers.
- **Raise** aspirations and employment skills of autistic people (through the delivery of innovative and person-centered projects).
- **Engage** employers in embracing neurodiversity in their workforces.

Our ambition is to enable all autistic adults that want to work to be in work.

About The Development Team

We are a small team that has a focus on Employer Relationships, Job Finding programmes (including our Alumni Job Club and Jobseekers Plus) In Work support for adults in Employment and Employer Training.

[In work support - CareTrade \(care-trade.org\)](https://care-trade.org)

[Job Seekers Plus - CareTrade \(care-trade.org\)](https://care-trade.org)

[Training / Book Now - CareTrade \(care-trade.org\)](https://care-trade.org)

In Addition to this we manage Employment Autism [Employment Autism - Employment Autism](#)



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Key Responsibilities:

1. To lead on running our employability training and Alumni Job Club.
2. To develop workshop structures and learning materials for these in close collaboration with the Development Director and ensure that participant feedback from earlier programmes is incorporated.
3. To line manage Development Job Coaches as needed.
4. To manage and deliver job search sessions.
5. To lease with Employability Lead when participants are ready to move over in In Work Support team.
6. To advertise project opportunities to autistic people throughout London and manage project recruitment and onboarding.
7. To ensure processes are in-place for each project to:- assess each participant's individual skills and gather baseline data; ensure job matches are appropriate to the individual's needs and aspirations; and that targets set are relevant and promote new skills and learning; acquire and complete necessary risk assessments to ensure safety of clients, staff and partners.
8. To oversee the set up and settling in of jobseekers into work placements, when needed. Providing support and training to employers where required; providing personalised on the job training to participants and employers as required and develop strategies and advise on reasonable adjustments.
9. To coach, train and help manage new project staff to support jobseekers and put in place monitoring protocols.
10. To ensure jobseekers are progressing towards their individual targets; understand protocols and interpret work culture correctly; understand the health & safety in the work environment and adopt appropriate workplace behaviour.
11. To ensure good working relationships are maintained with all employers/ work experience placements and that feedback is regularly sort from all stakeholders to help improve our service delivery and future opportunities.
12. As a key member of the Development Team to work closely with the Development Director to actively, engage with employers and external organisations to promote CareTrade and our job seekers and to pursue opportunities to work collaboratively.
13. To attend events, to market CareTrade to autistic jobseekers and to liaise with Disability Employment Advisors at JobCentre Plus, Disability Services teams, Social Workers and others to promote and support employment opportunities as needed.
14. To organise and promote social groups for jobseekers.
15. To collect data and use data analysis to help produce reports, internally, for funders and partners.
16. To help seek and apply for appropriate awards and grants when required.
17. To be a Designated Safeguarding Lead (DSL) and First Aider and complete regular training working alongside the Development Director to ensure the safety of participants and staff.
18. To complete relevant health and safety training and be a named fire marshal.



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General Responsibilities:

1. To always maintain confidentiality.
2. Ensure the respect, dignity, and rights to privacy of all participants and staff as far as possible.
3. Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
4. Report issues and/or incidents relating to staff and learners that have arisen in the day promptly to the relevant Line Manager or appropriate person.
5. To maintain the highest standards of professionalism in line with occupational and organisational Codes of Conduct
6. To attend all staff meetings, participate in probation, supervisions and appraisals and engage in staff/professional development opportunities.
7. Work to promote CareTrade as a valued, professional asset within its community.
8. To work to and exhibit the values of CareTrade and maintain standards of behaviour in accordance with policies, procedures, and practices, with particular reference to Safeguarding, Equity, Diversity & Inclusion, Whistleblowing, Complaints, Policies.
9. To promote a positive image of autism, CareTrade and our partners, maintaining good relationships with outside agencies and the general public in order to promote the charity and win increased support for its work.
10. To carry out any duties as are within the scope, spirit and purpose of the job and the title of the post, as required by your Line Manager or their Line Manager.

Experience	
1.	Previous experience of supporting disabled/neurodivergent people to develop their skills and enter employment
2.	Previous experience of developing action plans, setting, and reviewing targets
3.	Previous experience of communicating with employers, advising them about reasonable adjustments and raising disability awareness
4.	Experience of project management
5	Experience of developing and delivering training materials- online and in person
6	Managing staff
Skills	
7	Ability to develop positive, professional relationships with job seekers
8	Ability to develop positive, professional relationships with employers and other external partners
9.	Ability to support job seekers to search for appropriate jobs and submit high quality applications
10	Ability to motivate and inspire confidence in job seekers
11	Ability to do a variety of different tasks day to day, and be able to be flexible in your work



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12	Ability to confidently use IT, including MS Office and databases
13	Bid writing and developing new projects.
Knowledge and Personal Qualities	
14.	Knowledge of Autistic Spectrum Conditions, other neurodivergent conditions, disability, and mental health
15.	Awareness of legislation relating to Autism and equality
16	Awareness of the current labour market (jobs available in the area)
17.	Knowledge of other support available to job seekers, for signposting
18.	Knowledge and understanding of Safeguarding and Data Protection
19	Self-motivated, able to use own initiative and a strong work ethic
20	To be passionate about developing employment opportunities for people with autism
21	Flexibility in relation to working in different environments and managing changing priorities throughout the day/week
22	To have a flexible approach and to be creative in responding to needs of clients and employers
23	Commitment to Equal Opportunities

Pressures inherent in job: The office varies from extremely busy (and can include autistic people who may display anxiety, communication and social difficulties) to a day working alone.

Other significant factors: A professional and flexible approach is required in order to maintain and enhance the reputation of CareTrade and our partners.

Confidentiality: All staff are required to maintain confidentiality for all areas of the CareTrade Charitable Trust, partner organisations, its staff, and its work. The nature of the work entrusts people with confidential information about clients/service users, their families and staff within CareTrade and partner organisations. Any breach of this confidentiality will constitute gross misconduct.

We are committed to safeguarding and promoting the welfare of all young people and adults who use our services and as such expect all staff and volunteers to share this commitment. All staff must provide a current, adequate and relevant DBS Certificate or be willing for CareTrade to process a new enhanced DBS application. All staff must have a satisfactory enhanced DBS check (formerly CRB check) prior to starting.



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Applications are sought from all suitably qualified sections of the community. We are happy to discuss any workplace adjustments needed to enable the right candidate to undertake the role including any support available via Access to Work if needed (<https://www.gov.uk/access-to-work>)

Application form can be found here (will add link to website)
We do not accept CV

Key Dates

Closing Date - **Friday 10th May at 1pm**
Interviews will be held in person on **Thursday 16th May** at our offices.

Please see our **privacy notice** for applicant's [here](#)