

NEURODIVERSITY TRAINING COORDINATOR

RECRUITMENT PACK

“Our aim is to build a future where every person thrives, and no one just survives”



www.developmentplus.org.uk



Supportive | Inclusive | Approachable | Committed | Empathic
developmentplus | Queens Park Community Hub, South Park, Lincoln LN5 8EW | E enquiries@developmentplus.org.uk

Developmentplus | A Company Limited by Guarantee
Registered in England No. 03275199 | Registered Charity No. 1064566

ABOUT US

developmentplus is a Lincolnshire-based charity with 30 years' experience supporting some of the most vulnerable and disadvantaged people in our community. We are proud to provide rough sleeper support, a reducing re-offending service, and personal development mentoring for people facing social and emotional barriers. Our services take a person-centred, progression-focused coaching approach, putting the needs, challenges, and aspirations of the people we support at the heart of our work. We build confidence, advocate, develop skills, and provide enrichment to people in-need across Lincolnshire, ensuring that everyone has the chance to thrive, and no one just survives.

OUR VISION

Lincolnshire is a place where everyone thrives.

OUR MISSION

Improving the health and wellbeing of vulnerable, disadvantaged and marginalised people in Lincolnshire through progression-focused support for people experiencing homelessness, the justice system and neurodiversity and mental health challenges.

OUR VALUES

- Approachable - People who need us can ask for help safely
- Committed - We work hard to get the best for people in-need
- Empathic - We care about the individual experience of each person
- Inclusive - People who need us are welcomed, not judged
- Supportive - We lift people up and help them make progress

OUR SERVICES

- Rough Sleeper Support Hub - Helping homeless adults find stability and build safer, healthier futures
- Reducing Reoffending Service - Helping people in the justice system to live successful, productive lives
- Personal Development Mentoring - Helping people with neurodiversity and mental health challenges achieve their goals
- Specialist support and enrichment, including art groups, social cycling clubs, and neurodiversity education

ROLE PURPOSE STATEMENT

To coordinate the development, promotion, delivery, and review of guidance, training and education relating to neurodiversity, as part of our Personal Development Mentoring service, focused on understanding conditions, effective self-management, success in education and training, and other supportive themes. This work will support people with neurodiversity to develop tools, resilience, skills, understanding, and the foundations they need to thrive. This role will engage vulnerable people with neurodiversity, as well as mental health and other challenges, and will work with professionals across a range of sectors and colleagues across developmentplus who support neurodiverse people.

JOB DESCRIPTION

Reporting to:	Deputy CEO
Location:	Queen's Park, Lincoln, LN5 8EW (working across Lincolnshire)
Salary:	£28,000 per annum (pro rata)
Hours:	Depending on candidate: Two days (15 hours) per week, fixed term until March 2028, or Three days (21h) per week, term-time only, fixed term until March 2028

FURTHER INFORMATION

Pension: Statutory pension scheme with NEST Pension – depending on hours and contract. Pension contributions matched up to 5%.

Holiday: Leave entitlement is 26 days per annum (pro rata) plus statutory bank holidays. All staff also receive a wellbeing day each year.

Support: All staff receive an induction and orientation programme and regular supervision meetings with their line manager.

Training: You will be offered continual professional development appropriate to your role. This will include training on equality and diversity, safeguarding, data protection.

Other: Include flexible working, paid travel and expenses, health and wellbeing support, supportive workplace environment and team events and activities.

SERVICE OVERVIEW

Our personal development mentoring works primarily with neurodiverse people, many of whom experience mental health challenges and other vulnerabilities, providing progression-focused mentoring which prioritises individual needs and aspirations and enables people to thrive in the areas of life which matter most to them. We provide ongoing mentoring which enables people to develop skills and confidence, experience new things, and overcome barriers. This service works with a range of partner organisations across the county who provide referrals to our expert support which is unique in Lincolnshire to developmentplus.

Our Training and Education service works across three areas: neurodiversity support, reducing re-offending education, and supporting rough sleepers. Funded through the Crisis and Resilience Fund, its work will also directly support local people to develop skills, confidence and resilience needed to navigate future challenges, in financial and other contexts, and will build resilience in the wider community.

This strand focuses on people with neurodiversity and related social and emotional challenges, and professionals who support them, to facilitate self-awareness/understanding, enable effective self-management, build confidence in expressing needs and navigating social systems, and ensure neurodiverse people can thrive. It will draw upon and develop our existing Minds in Motion neurodiversity resources. By strengthening knowledge and confidence of vulnerable and disadvantaged people, and professionals/organisations supporting those people, we can contribute to a more informed, responsive support network for resilience, improving long-term outcomes and preventing people from reaching crisis.

Specialist knowledge will be drawn upon and developed with colleagues from our Personal Development Mentoring service. There may also be opportunities to work with colleagues leading the reducing reoffending and rough sleeper support elements of this work.

Across this work, there are key outcomes for beneficiaries, including but not limited to:

- Increased confidence in educational, professional, and social settings.
- Improved mental health, wellbeing and emotional resilience.
- Improved communication, interpersonal and self-management skills.
- Increased knowledge of workplace rights, reasonable adjustments and support.
- Reduced barriers to employment, training and volunteering opportunities.
- Increased financial resilience through improved employability/job sustainability.
- Increased independence, stability and capacity to manage future challenges
- Bespoke outcomes for each individual

We believe that building resilience must extend beyond the individual and into the wider community of support that surrounds them. While much attention is rightly given to helping people develop the skills and confidence to manage future challenges, equal importance should be placed on ensuring that professionals, volunteers and local communities are equipped to understand and respond to those challenges effectively.

KEY TASKS

Training Design, Development, and Delivery

- Design engaging, flexible, accessible training and education content on the primary subject above, including a range of activities and take-home resources
- Develop clear programme structures, aims, approaches, and delivery timelines
- Work with developmentplus colleagues to develop appropriate content and approaches, making best use of their specialist expertise
- Provide regular, accessible, subject-based training, on specific topics relevant to the service area, framed under the theme of resilience and success, to a range of community audiences and to professionals as useful
- Create all teaching and learning materials and additional resources
- Develop referral pathways through which beneficiaries can receive other support

Networking and Engagement

- Draw upon beneficiary lived experience and professional expertise to ensure a consistently high-quality, fit-for-purpose programme
- Undertake a range of community-based engagement activities to ensure referrals to and uptake of the range of training and education on offer

Monitoring and Evaluation

- Develop mechanisms for qualitative and quantitative feedback, consistently seeking beneficiary and professional feedback about quality and impact
- Lead on review processes, including funder-required monitoring and evaluation
- Regularly report progress, challenges, learning and impact to the line manager and share information more broadly with senior leaders and the developmentplus team
- Collaborate with other Training & Education colleagues and those undertaking related activity, in relation to funder requirements and shared learning

Organisational Behaviours

- Clear adherence to developmentplus policies and procedures and consistent reflection of the organisation's vision, mission, and values
- Treating beneficiaries and partners with respect, sensitivity, and courtesy
- Maintaining appropriate safeguarding, data protection, other legal frameworks
- Direct leadership of the service, and use of leadership behaviours in supporting, engaging, and collaborating with developmentplus colleagues
- Commitment to self-development and supporting the learning of other staff
- General administration, self-organisation, and related office/operational activities

PERSON SPECIFICATION

Experience	Essential	Desirable
Directly supporting and engaging neurodiverse people and people with related social and emotional challenges	X	
Creating and delivering training, learning, workshops, or education for a range of audiences and with a range of needs	X	
Working with either vulnerable and disadvantaged people, people with complex needs or trauma, or those with learning differences	X	
Working in or in partnership with charitable organisations		X
Qualifications	Essential	Desirable
High levels of literacy and numeracy	X	
Training, teaching, or education qualifications, ideally focused on adult learning, or significant qualification by experience	X	
Evidence of professional development, learning and training		X
Skills & Knowledge	Essential	Desirable
Clear understanding of the challenges and barriers faced by people with neurodiversities, including in relation to education, employment, social experiences, training, confidence, and emotional challenges	X	
Able to communicate well, both verbally and in writing, including the use of technologies such as standard Microsoft Office products	X	
Confident and comfortable working with complex beneficiaries	X	
Able to engage a range of audiences, including beneficiaries with varied needs and professionals at a range of levels	X	
Understanding of the importance of boundaries, safeguarding, confidentiality, professional standards, and data protection	X	
Able to work on own initiative, be responsive, pro-active, flexible	X	
Strong organisational and administrative skills	X	
Understanding of other priority service areas for developmentplus, including the criminal justice system and homelessness		X
Valid driving licence and access to own vehicle		X

TO APPLY

Email your CV to enquiries@developmentplus.org.uk with a cover letter explaining how you meet the person specification above, in relation to the job description. You can also apply on Indeed, where CV and cover letter are also required. Applications without both these elements will not be considered.

For any queries, contact enquiries@developmentplus.org.uk

Closing Date: 12pm, Thursday 8 October 2026 (applications may close earlier)
Interviews: Wednesday 14 October 2026 (TBC)