

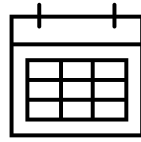


Career Progression Map

At Friends of the Elderly, we want to support your personal development and career goals.

Have a look at the progression opportunities that may be available to you, beginning at your start date and continuing through your employment with us.





Start Date

All new starters are taken through a comprehensive induction programme and supported towards their probation review.

Week 1 - 6



Induction programme with a training schedule including:

- Safeguarding and Mental Capacity Act
- Dementia Awareness
- Supporting People with Distressed Behaviours
- Health and Safety in the Workplace

Week 6 - 12



- Induction programme signed off as complete
- Additional training based on role requirements provided
- Continued mentoring and shadowing

Week 12 - 24



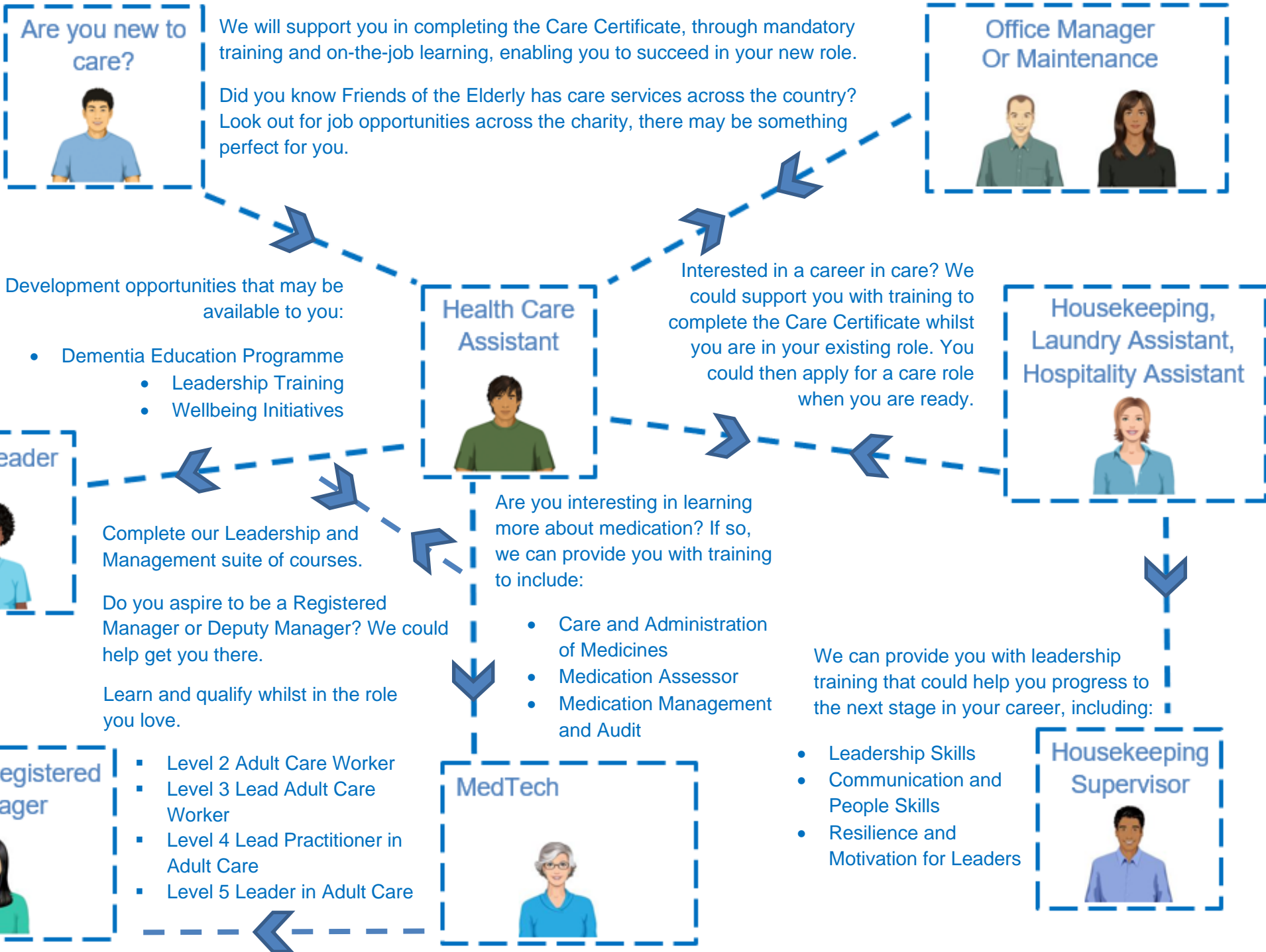
- Probation 3-month review
- All mandatory training completed
- Competency assessments undertaken
- Regular feedback and support from mentor and manager

Weeks 24+



Probation period complete. Ready to learn more? Some of the additional training available to you:

- Mental Health Awareness
- Resilience
- Communication and People Skills



3

Could you see yourself working in one of our central office teams?

Estates and
Facilities

Human Resources

Marketing and
Communications

Fundraising

Learning and
Development

Grants Team



Finance

IT

Standards and
Performance

Senior
Leadership Team

Secretariat

4



Central Office Development

The Learning and Development team will always encourage central office staff to join our training at the services, to broaden discussion and understanding of different roles at the charity.

Training to get involved with to meet our care staff

- Dementia Awareness
- Supporting People with Distressed Behaviours
- Safeguarding Awareness

Personal development options

- Recruitment and Selection
- Unconscious Bias
- People Skills
- Mental Health Awareness

Formal qualifications

We try to support as many external training requests as we can, whilst utilising our apprenticeship levy funds to development existing staff. This means the charity might be able to support you through the below types of qualifications:

- Business Support Assistant – Level 2
- Business Administrator – Level 3
- Coaching Professional – Level 5
- Department Leader – Level 5
- Strategic Leader – Level 7
- Project Manager – Level 4

5

Management Development

At Friends of the Elderly, we have a bespoke Leadership and Management programme that is continually developing based on the leadership requirements of the charity. If you think a leadership role could be for you, have a look at the options available to you below:

In-house training available

- ☐ Leadership Skills – The Essentials
- ☐ Creating a Positive Workplace Culture
- ☐ Dealing with Conflict and Difficult Conversations
- ☐ Supervision and Appraisal

Online leadership suite

- ☐ Communication and People skills
- ☐ Resilience and Motivation Techniques
- ☐ Stress Management for Leaders
- ☐ Managing Staff Performance

Formal qualifications available

Friends of the Elderly pay into the apprenticeship levy, which means we can support you through the below types of qualifications:

- ☐ Team Leader or Supervisor – Level 3
- ☐ Lead Practitioner in Adult Care – Level 4
- ☐ Leader in Adult Care – Level 5
- ☐ Senior Leader – Level 7



We appreciate that training alongside leadership roles can be challenging, so we aim to provide reflective practice and bite-size leadership content within our bespoke programme.