

Job Description

Job Title	Training and Consultancy Manager
Team	Business Development
Responsible to	Director of Development
Line Manager	Director of Development
Salary	£32,101 to £42,861
Contract	35 hours per week (FT). Fixed-term one-year contract. Continuation will depend on further funding. We are open to flexible working.
Location	Hybrid, combining home working and attendance at our Edinburgh office, with travel to deliver training and consultancy in person.

Job Purpose

Neuroinclusion is rising up the agenda for employers, community organisations, and public sector bodies that want to get it right for their staff and the people they serve. Mindroom's training and consultancy service equips them to do that, and this is a key role in our Business Development team, with real scope to build on strong foundations and grow the service.

The postholder will design and deliver high-quality training and consultancy for employers, community organisations and public sector bodies, online and in person. The work covers neuroinclusion for staff, customers, and people accessing services, and is grounded in current, evidence-led best practice. The focus is on practical change: what an organisation does differently as a result, rather than awareness raising alone.

This is a management role in a growing department, with real scope to shape the offer. Working closely with the Director of Development, the postholder will develop new products and resources, write proposals, build relationships across the private, public and third sectors, and grow both the reach and the income of the service.

They will also build Mindroom's expertise in this area, keeping the offer current as the evidence and the neurodiversity movement develop, and putting monitoring and evaluation in place so we can show the difference the service makes.

Training Delivery and Consultancy

The postholder will:

- Design and deliver engaging training for employers, community organisations and public sector bodies, online and in person, for audiences ranging from frontline staff to senior leaders.
- Provide consultancy on neuroinclusion in the workplace, covering neuroinclusion, recruitment, adjustments, policy, management practice and culture.
- Provide consultancy on neuroinclusion for customers and service users, covering service design, communications, physical and digital environments and frontline practice.
- Tailor each piece of work to the customer's sector, size and starting point, whether that is a large employer, a small community organisation or a public sector body, responding quickly and flexibly to what they need.
- Translate current research and best practice on neuroinclusion into practical recommendations organisations can act on, for their staff and for the people they serve.
- Develop resources, tools and materials that help organisations make change and sustain it.
- Draw on the experience of neurodivergent people so that the offer reflects lived experience.

Developing and Growing the Service

Working with the Director of Development and colleagues across Mindroom, the postholder will:

- Develop and grow the training and consultancy offer, identifying new products, audiences and markets across the private, public and third sectors.
- Develop business proposals, quotes and tenders, and price work appropriately.
- Lead corporate engagement for the service, building and maintaining relationships with employers, corporate partners, community organisations and public sector bodies, including repeat and referral business, and using our CRM to manage the pipeline and customer records.
- Work with colleagues in communications and fundraising to market the service and raise its profile.
- Put monitoring and evaluation in place, tracking activity, income, customer feedback and the changes organisations make as a result of the work.
- Report on performance and impact for the senior team, the Board and funders.

Wider Organisational Responsibilities

- Contribute to the work of the wider Business Development team and to Mindroom's strategic objectives.
- Build Mindroom's expertise on neuroinclusion in workplaces and in public and community services, keeping current with research, legislation and practice.
- Represent Mindroom at events and conferences, and contribute to consultations that may influence policy and practice.
- Participate in Continuous Personal Development in relevant areas to promote growth and confidence within the role.
- Work independently and on own initiative, managing a busy and varied workload, while knowing when to seek support from a line manager or colleagues.

- Support and work alongside associates, volunteers and students on placement, as required.
- Carry out other appropriate duties as required.

Additional Information

The starting salary is £32,101 to £42,861, depending on skills and experience. We offer 27 days' annual leave, plus 8 public holidays. The role is full-time (35 hours per week), and we are open to flexible working. [Contract length to be confirmed]

The charity operates a contributory pension scheme, with an employer contribution currently at 5%. There is a mileage allowance for own car use, in line with HMRC guidance. We have a confidential conversations service in place for all staff, currently provided by Crossreach. A TOIL policy covers out-of-hours work. As a new employee, you will need to successfully complete a 3-month probationary period.

PVG registration is required for this role, and the successful applicant will be expected to comply with Mindroom's policies and procedures, including safeguarding, confidentiality and data protection.

This post involves hybrid working, combining home working, attendance at our Edinburgh office and travel to deliver training and consultancy in person. Occasional evening work and overnight stays may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience		
Educated to SCQF Level 9 or above in a relevant field, or significant equivalent skills and experience.	✓	
Substantial experience of designing and delivering engaging training to adult audiences, both online and in person.	✓	
Experience of providing consultancy or advisory support to employers, community organisations or public sector bodies.	✓	
Knowledge		
Strong understanding of neurodivergence, neurodevelopmental conditions and the neurodiversity movement.	✓	
Current knowledge of best practice in neuroinclusion, covering recruitment, adjustments, policy and culture for staff, and accessible services and customer experience for the public, together with relevant legislation.	✓	

Criteria	Essential	Desirable
Understanding of how organisations change, and the ability to turn insight into practical recommendations that go beyond awareness raising.		✓
Developing and growing a service		
Experience of corporate engagement, including building and maintaining relationships with employers, corporate partners and organisations across the public and third sectors.	✓	
Experience of developing business proposals, quotes or tenders, and of growing a service, product or income stream.		✓
Experience of using a CRM to manage customer relationships and a pipeline of work.		✓
Experience of monitoring and evaluating a service, including gathering customer feedback and reporting on impact.	✓	
Skills and personal attributes		
Excellent communication, facilitation and presentation skills, with the confidence to work with audiences from frontline staff to senior leaders.	✓	
Ability to develop practical, accessible resources and tools.	✓	
Ability to work independently and on own initiative, managing a busy and varied workload and prioritising well.	✓	
Responsive and customer-focused, with the flexibility to adapt in a growing department.	✓	
Other requirements		
Able and willing to travel to deliver training and consultancy in person, including occasional overnight stays.		✓

