

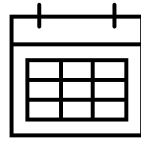


# Career Progression Map

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



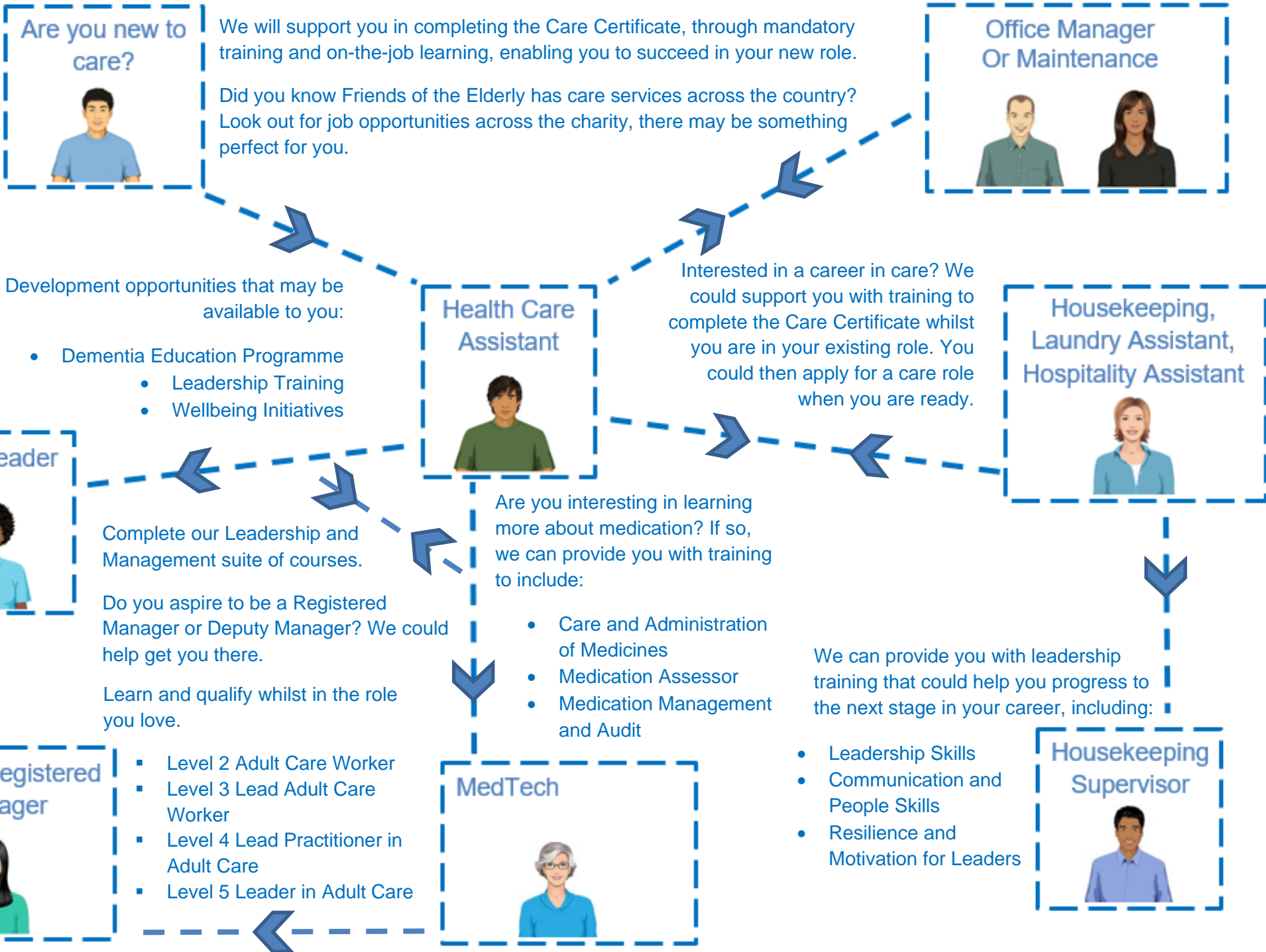
- Probation 3-month review
- All mandatory training completed
- Competency assessments undertaken
- Regular feedback and support from mentor and manager

### 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

Marcomms

Fundraising

Learning and  
Development

Grants Team



Finance

IT

Senior Leadership  
Team

Secretariat

Standards and  
Performance

# 4

## 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:

- Business Support Assistant – Level 2
- Business Administrator – Level 3
- 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.**