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**Job Description**

## Job Title: Management Graduate (People Pathway)

## Location: Hybrid -2-3 days in Windsor

# Job Overview

We are proud to provide a wide range of care and support in our day centres, schools, supported living services, and residential homes for children and adults. Just like any family, we want the very best for the individuals we support. Our aim is simple but powerful, to empower people to live a life they choose, regardless of the care and support they need.

Our Graduate Management Scheme – People Pathway offers a structured and fast-track development programme that exposes you to various aspects of the whole organisation. Over 18 months, you will work on rotation across five key areas, gaining hands-on-experience and a well-rounded understanding of how our Shared Service functions support and work together with our operational team to deliver the highest standards of care and education.

You’ll spend time in the following teams:

* Marketing and Communications
* Human Resources (inc Resourcing)
* Learning and Organisational Development
* Digitisation & System Implementation Team
* Finance

Throughout the programme, you’ll gain hands-on experience while working alongside a diverse range of professionals. Alongside your rotations, you’ll complete leadership development training through our in-house Leadership Academy and receive support from an independent mentor in our Senior Leadership Team, as well as pastoral guidance from our Career Development Lead.

You’ll also collaborate with a fellow graduate on a specialist project aimed at improving service delivery and efficiency, giving you the opportunity to make a real, measurable difference to the lives of the individuals we support.

The programme is designed to help you develop a broad range of skills, from project management and communication to problem-solving and decision-making, while also building strong professional networks across the organisation.

By the end of the programme, you will have experienced the full breadth of specialist areas within our organisation, preparing you for a rewarding career with clear progression opportunities.

## Job Responsibilities:

* Work in partnership with each head of department completing assigned tasks,
* Provide timely information and reports to relevant managers.
* Actively participate in meetings with various stakeholders.
* Conduct research and create proposals, working closely with the department or operational team to add value.
* Maintain, enhance, and develop own training skills, as appropriate, to meet the demands of the role and keep abreast of changes within the sector by reading relevant journals, attending conferences and courses as agreed by the line manager.

* This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

# Our Values

-We are **Supportive** by promoting opportunities for everyone so they can reach their full potential

-We are very **Ambitious** to provide the best possible outcomes for the people who use our services.

-We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders

-We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality

-We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do

-We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders

-We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

Knowledge, skills and competency

* Educated to Degree level. Candidates must have obtained their degree in 2025 or be on track to complete it in 2026 prior to the start date.
* Excellent communication skills
* Demonstrable organisational and time management skills
* Ability to problem solve