

Candidate Pack

Head of Training



August 2026

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Welcome

Thank you for your interest in the role of Head of Training at Share Community.

This is a key leadership role within our organisation at an important point in our development. We are looking for someone who can think strategically, lead with confidence, and help us strengthen and grow the quality and impact of our learning and employability offer.

At Share, we are ambitious about what disabled adults can achieve when they are given the right opportunities and support. This role will play a central part in shaping how our training provision evolves, ensuring it remains high quality, inclusive, and focused on real outcomes for the people we support.

You will be joining a values driven organisation where collaboration, innovation, and commitment to inclusion matter deeply. We are looking for a leader who can bring clarity, energy, and strong external relationships to help us expand our reach and impact.

If you are motivated by meaningful change and want to help create more opportunities for disabled people to learn, progress, and achieve greater independence, we would be pleased to receive your application.



Nirmalan Kugathasan

Interim Chief Executive

About Share Community

At Share, we're passionate about supporting disabled adults to set their own goals for learning and life, and then helping them to fulfil their ambitions.

The majority of our students are people with a learning disability and autistic people, but we also work with adults with mental health concerns and physical disabilities. We offer a wide range of training, employment, personal development and leisure opportunities designed to help people develop skills, build confidence and achieve greater independence.

Our focus is on the social and economic inclusion of disabled people within the community. We do this by supporting our students to become more independent, improve their health and wellbeing, develop meaningful relationships and move towards employment.

Each year, our students take part in a diverse programme of learning opportunities across four South London sites. These include personal development activities such as art, music and sport; independent living programmes that build practical life skills; and employability programmes that support progression into volunteering and paid work.

Everything we do is person centred. We work alongside our students to understand their strengths, aspirations and goals, creating opportunities that support them to live the lives they choose.

200+
students
supported

17
learning and
employability
programmes

4
sites across
South London

Our vision, mission and values

Our vision

To live in a world where disabled adults are genuinely valued and included, can make choices and have the freedom to achieve their ambitions.

Our mission

To provide a safe, empowering and progressive experience where disabled adults can develop their skills, wellbeing and purpose to enable them to live happier, healthier and more independent lives.

Our values



The role

Head of Training

Hours:	Full-time
Days:	Monday - Friday, with occasional evening work attending board meetings
Contract:	Permanent
Salary:	£54,282 p.a., plus 5% pension contribution
Annual leave:	25 days per year, increasing by one day per year until you reach a maximum of 30
Location:	Across our sites: near Clapham Junction (64 Altenburg Gardens, SW11 1JL); Tooting (Building 32, Lapidge Drive, SW17 1DJ); Brixton (336 Brixton Road, SW9 7AA); and, Vauxhall (Black Prince Community Hub, Beaufoy Walk, SE11 6AA)
Reporting to:	Chief Executive

The Head of Training will provide strategic leadership for Share Community's learning, employability, and accredited training provision. As a member of the Strategic Leadership Team, the post holder will drive the development of high-quality, outcome-focused and innovative programmes that enable disabled people to progress towards greater independence and employment.

This is a varied and exciting role to lead our diverse training function which currently consists of 17 programmes ranging across three broad groups – personal development, independent living and employment. As a member of the Senior Leadership Team, this role will lead on expanding accredited learning opportunities, strengthening external partnerships, improving quality assurance, and positioning Share as a leading provider of inclusive adult learning and employability support in London.

The role is both externally facing and operationally strategic. The post holder will build relationships with funders, colleges, employers, awarding bodies, local authorities, community organisations, and corporate partners to create progression pathways and long-term opportunities for Share students.

Why this role matters

Disabled people continue to face significant barriers to learning, employment and participation in community life. Many of the people who come to Share have experienced limited opportunities, social isolation or barriers that have prevented them from accessing education and employment in the same way as their peers. **Our programmes help to change this.**

Through high quality learning opportunities, practical skills development and personalised support, we help students build confidence, increase independence and take positive steps towards their goals. **The Head of Training plays a central role in making this happen.**

As a member of the Strategic Leadership Team, you will shape the future direction of our learning and employability offer. You will ensure that our programmes remain relevant, innovative and responsive to the needs of disabled adults while developing new opportunities for progression and growth.

This is an opportunity to influence the future of Share, and the lives of hundreds of disabled people who want to learn, contribute to society and achieve their ambitions.



Who we are looking for

We are looking for an ambitious and inspiring leader who shares our belief that disabled people should have the same opportunities as anyone else to learn, grow, contribute, and achieve their ambitions. As Share continues to develop and expand, you will bring both strategic vision and practical leadership, helping us build on our strengths while identifying new opportunities for growth and innovation.

You will be someone who can see the bigger picture, balancing organisational priorities, resources, and long-term sustainability with a focus on the people we support. You will understand what high-quality, person-centred learning looks like for adults with a learning disability and autistic adults, and be passionate about creating programmes that build confidence, independence, wellbeing, and pathways towards employment.

You will bring experience of leading complex learning, training, or employability programmes, alongside a proven ability to lead teams, deliver results, and build effective partnerships. Comfortable using evidence and insight to drive improvement, you will have a strong understanding of how to measure impact and demonstrate outcomes. Above all, you will be a collaborative and values-driven leader, committed to inclusion and motivated by the opportunity to help every student fulfil their potential.



Main responsibilities

Strategic leadership

- Develop and implement Share's learning, training and employability strategy, ensuring alignment with organisational priorities and future growth.
- Provide strategic leadership for Share's portfolio of learning programmes, ensuring they are person centred, inclusive, outcome focused, and responsive to the needs of disabled adults.
- Contribute to organisational planning and decision making as a member of the Senior Leadership Team.
- Monitor emerging policy, funding, and sector developments to identify opportunities for innovation, growth, and service improvement.
- Use data, learner outcomes, and impact evidence to inform strategic decision making and continuous improvement.

Partnerships and external relations

- Develop and maintain strategic relationships with local authorities, employers, education providers, health and social care organisations, funders, and community partners.
- Create and strengthen progression pathways that support students to move into volunteering, accredited learning, work experience, supported employment, and paid work.
- Represent Share at external meetings, networks, conferences, and partnership forums.
- Develop collaborative opportunities that enhance Share's profile, sustainability, and impact.

Quality and learning

- Lead the quality assurance framework for all learning and training provision, ensuring high standards of teaching, learning, accessibility, safeguarding, and student experience.
- Oversee programme evaluation, learner feedback, observation processes, and continuous improvement systems.
- Ensure compliance with all relevant funding, regulatory, and quality requirements.
- Promote innovative and evidence informed approaches to learning, independence, and employability.

Programme development

- Lead the design and development of new learning opportunities that support independence, wellbeing, community participation, and employment outcomes, ensuring programmes reflect the diverse strengths, aspirations, and support needs of Share's student community.
- Oversee the development and growth of horticulture and related programmes at Share's Tooting site, making best use of the available space and resources to develop a best-in-class project.

Leadership and people management

- Lead, support, and develop training staff to deliver high quality services and achieve positive learner outcomes, fostering a culture of collaboration, accountability, innovation, and continuous learning.
- Support workforce planning, professional development, and performance management across the training function.
- Work collaboratively with colleagues across wellbeing, volunteering, operations, fundraising, and other teams to ensure integrated service delivery.

Funding, monitoring and impact

- Support funding applications, programme reporting, and business development activity through the provision of evidence, impact data, and strategic insight.
- Oversee systems for monitoring learner progress, programme outcomes, and organisational impact and produce reports and presentations for senior leaders, trustees, funders, and external stakeholders.

Person specification

Experience and knowledge

- Significant leadership experience within adult learning, employability, SEND, disability services, further education, or community learning.
- Experience contributing to organisational strategy, service development, and continuous improvement
- A track record of developing successful partnerships with employers, education providers, local authorities, funders, and other stakeholders.
- Experience using monitoring, evaluation, and impact data to plan and improve services and demonstrate outcomes.
- Experience leading teams, managing performance, and creating positive, high-performing working cultures.
- Experience of reporting to a Board, including presenting proposals, delivering assurance, and working 1-1 with Board leads.
- Experience developing and managing high-quality learning, training, or employment programmes, including accredited or qualification-based provision.
- Understanding of the barriers and opportunities affecting adults with a learning disability, autistic adults, and people with additional support needs.

Skills and attributes

- Strong leadership, communication, and relationship-building skills.
- Strategic thinking combined with the ability to deliver operationally.
- Excellent project management, planning, and organisational skills.
- Ability to analyse data, identify trends, and use evidence to inform decision making.
- A collaborative, inclusive, and person-centred approach to leadership.
- Commitment to Share's values of being respectful, inclusive, supportive, kind, ambitious, and acting with integrity.
- A passion for enabling disabled people to achieve their goals and fulfil their potential.

How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience.

Please [apply through our website](#) or send us your CV and cover letter telling us:

1. How your experience to date has prepared you for the role.
2. What your three priorities in designing a training programme for adult students with a learning disability and autistic adults would be.
3. What achievement from your career to date are you most proud of and why.

The deadline to apply is Sunday 6th September

We welcome the opportunity to have a conversation with interested candidates before they apply. If you'd like to have an informal chat with us please email hr@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please call us on 020 7924 2949 or email hr@sharecommunity.org.uk.

Our [privacy policy for job applicants can be found on our website](#). We look forward to receiving your application.

