

CareTech Foundation Secondment Programme 2024

We are excited to launch the Foundation Secondment Programme 2024, the fourth year of the programme, with a range of opportunities for CareTech Group staff to develop their skills through paid secondments with the charity!

We are looking to select up to three staff members of CareTech Group to work with us to support this work and to develop their own leadership potential. Secondees will work alongside the Foundation team on a discrete project at the heart of the Foundation's work. These secondments will provide an excellent opportunity for leaders and those with identified as having leadership potential to develop their skills and gain wider experience.

Secondment programme key features

The key features of the secondment programme are:

- We currently have three (3) secondment opportunities, each of up to three (3) months' duration. These secondments can be offered flexibly, being either part- or full-time and working remotely and/or from the Foundation's office in Potter's Bar.
- These opportunities are offered on a competitive basis to those on the company's Management Development Programme or to those identified by their line manager as being suitable for management roles.
- Each secondment will focus on a specific project or programme, with agreed targets, including personal development targets.
- Secondees will be required to deliver assignment reports on their secondment to the Group Executive Committee, their Managing Director and the Foundation's CEO.
- Secondees' salaries will be covered centrally by CareTech Group for the duration of the secondment, with any additional expenses covered by the Foundation.

Secondment projects

We are offering secondments for the following projects this year:

- **CareTech Foundation Staff Promoters Group.** Working with our Communications & Marketing Manager, you will develop the concept for a network of CareTech Group staff to promote awareness and understanding of the Foundation and engagement with its work. You will develop marketing collateral and materials for the group (with the support of our external design team), as well as an engagement plan by which to keep the group involved and active. You will then roll out the concept across the business, securing representation from staff across all business units and geographies.

- **Pakistan Special Education Initiative (PSEI).** Join the CareTech Foundation's flagship Pakistan Special Education Initiative (PSEI) programme and make a significant impact on Special Education Needs and Disabilities (SEND) in mainstream Pakistani schools. This programme has the potential to shape the future of inclusion for all children entering early years education. We are seeking a passionate individual from a Children's Education background to work in enhancing SEND resources and supporting teacher training using their current expertise, supporting our Pakistan-based Senior Programme Manager. Your role will include:
 - Providing teachers with practical insights on application of specialist training.
 - Overseeing and finalising a unified SEND assessment process for admissions.
 - Engaging and supporting teachers during their training on Myrus.
 - Monitoring and advising on the implementation of the UK curriculum in Pakistani schools.No prior knowledge of Pakistani education is required. More information is on our website [here](#).
- **Fundraising & "Match it" promotion.** Working with our Communications & Marketing Manager, you will develop and implement a plan to achieve two key goals: firstly, to recruit staff members for fundraising challenges for the Foundation; and, secondly, to lead a dedicated communications campaign with CareTech staff to increase awareness and uptake of the "Match It" grant. You will develop marketing collateral and materials for the achievement of these two goals, as well as engage with CareTech staff face-to-face. The engagement and integration of staff will be vital to the success of the project.

How to apply

If you are interested, you should submit a letter setting out your interest in the role, what you hope to gain from the opportunity and how this will benefit your development and your team. Please also include your CV.

You **MUST** provide confirmation from your Line Manager and relevant Managing Director that they support your application and that they will, subject to agreeing the appropriate timing with the Foundation, release you from your regular duties for the duration of the secondment.

For more information, please contact the Foundation's CEO, Jonathan Freeman, at jonathan.freeman@caretechfoundation.org.uk or Communications Manager, Razwan Butt, at razwan.butt@caretechfoundation.org.uk.

The closing date for applications is Friday 12th July!