



Enterprise Lead
Candidate Pack

A letter from our CEO

I am delighted that you are thinking about joining the team at PiP. I hope this pack helps you understand our work, how we support our students to achieve their goals, and gives you the information you need to apply for the new role of Enterprise Lead

PiP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives. We were established in 1983 by parents wanting more challenging and ambitious support for their children and we celebrate 40 years of impact in late 2023. Our history is rich & varied and we have grown from 25 students a decade ago to over 85 students today.

We challenge ourselves to be innovative and deliver a truly unique level of support and opportunities for people with a learning disability and autism. We work hard to empower our students to become as independent as they can be and live a life of their choice, despite the barriers. Everyone on the team is a vital part of ensuring that we do for the people we support while keeping a strong focus on fun.

The Enterprise Lead role is a vital expansion of our employment work supporting the majority of our students who wish to secure paid work. With only 5% of adults with learning disabilities across the UK, PiP must be innovative in how we aim to tackle a societal wide problem. Our in-house enterprises are one solution towards this goal, providing a structured paid training programme for our students to support them towards work with our external partners in our local community.

We have three enterprises which aim to offer a wide variety of skills development & to align with student interests. Each are at different parts of their development journey and our desire is this role will oversee these enterprises and guide their development. We believe this is could be a wonderful next step in someone's career and it comes at a wonderful part in PiP's journey, which we hope you consider joining us on.

Yours sincerely,
Denise Largin
CEO





Who we are:

PIP works in the Westminster and Kensington & Chelsea communities to support adults with learning disabilities and autism to achieve their potential, move towards independence, and live their best lives.

With 32 staff and a trustee board of 8, we work to empower over 85 adults with Learning Disabilities and Autism every year to achieve their potential, move towards independence and live their best lives. We believe our people are our largest asset and we have invested in growing our staff team by nearly 50% since 2023 to meet service demand and ensure our colleagues have the capacity to offer the quality of service we're known for in our community.

Our approach is student-led with our curriculum and each student's timetable the result of a collaborative approach with students, families, and social workers. Student goals can vary widely from learning to cook a meal to securing part-time work, to strengthening friendships or showcasing their creativity. Each student at PiP is referred by our Local Authority partners and with a waiting list of over 40 students we are confident we offer a top-tier service.

Financially we are stable with strong financial reserves and an income mix circa 75% commissioned services and 25% philanthropic partnerships. From this position of strength we plan to invest in the team, new services and projects to expand our provision, and secure more impact in our community.

Why we need you:

Our organisation is expanding with evermore people we strive to help and support, so we need to expand our team. This role is part of an investment in new roles for PiP to secure the best impact for our students.

If you see solutions, not problems, are adaptable and resilient and have a person-centred approach in all that you do then we are looking for you to join our team as we grow our services and expand our impact to support more adults with learning disabilities and autism.



Who we support and why:

At PiP, our focus is on teaching and learning life skills; PiP students range in age from 18 to 91 and our average student is around 34 years old.

PiP students have a range of learning disabilities including Down's Syndrome, Fragile X, Autism Spectrum Conditions (ASC), dual diagnosis with mental health problems and/or physical health conditions such as Diabetes and Epilepsy.

PiP's team deliver person-centred support to each of our students to identify their strengths, interests and passions. We support them and their families/carers to maximise opportunities in their community through signposting and working in partnership with like-minded organisations.

Structural inequalities in society mean that people with learning disabilities are not always recognised for their skills and talents and given the opportunity to live independent lives. We want to change that. And with your skills and talents, we can make sure that every PiP student has a voice and can make their own choices about their own lives.

We are keen for our students to always have a voice, including at PiP, and so every week our students have a students meeting with their own agenda where they can express their views on PiP and ask about elements like new staff, our leisure programmes, or fundraising. Every year our students elect student representatives to elevate their views to senior management and our board. Our current representatives are Shardonnay & Rashedul.



Our structure

After staff feedback on career progression and student development, PiP is in year two of a new staff structure. This structure added a number of new roles to reflect our recent expansion in student numbers as part of our new centre. This new structure equates to nearly an extra £200K per annum investment to operate the best service possible for our students. While allowing our staff to greater specialise and offer career progression for our student-focused colleagues into management positions.

Our Senior Management Team is formed of our CEO, Service Manager, and Head of Development & Engagement - this body serves to set the strategic direction for PiP alongside our trustee board. Our day-to-day Management Team comprises these roles and our Student Services Manager and our Curriculum Manager.

We then have curriculum coordinators for each of our four curriculum areas who set the direction for each learning theme and work alongside our development workers and learning support assistants to deliver sessions for students. This role will sit alongside these four co-ordinators.

What we're looking for



As our CEO outlined in their letter this role is a vital expansion of our employment work supporting the majority of our students who wish to secure paid work. With only 5% of adults with learning disabilities across the UK, PiP must be innovative in how aim to tackle a societal wide problem. Our in-house enterprises are one solution towards this goal, providing a structured paid training programme for our students to support them towards work with our external partners in our local community.

We have three enterprises, explained below, which aim to offer a wide variety of skills development & to align with student interests. Each are at different parts of their development journey and our desire is this role will oversee these enterprises and guide their development.





Our enterprises

Fruitful

Fruitful is our oldest enterprise and has existed since around 2018. This enterprise focuses on not just food preparation but also customer service and cash handling. Currently it operates a termly model where 50% of term time is in the classroom gaining theory skills, qualifications e.g. food hygiene level 2, and preparing for our community residencies. The other 50% of term-time sees our students operate a smoothie-making stall in the community, we aim for areas with enough footfall to keep our stall busy but not overwhelm, typically public gyms or office reception areas. The stall can charge for smoothies, but this is aimed at improving cash handling or using tills versus any aim to make a 'profit' which is not a goal.

Seedlings

Seedlings is our second enterprise and launched in April 2024. Seedlings aims to create a mile-long community garden on the canal towpath behind our centre. Our students focus on all aspects of the garden including planting, creating new planters, and maintenance of the site. This enterprise has already made a big difference to just around 300 metres of towpath but we want to do even more & create something our entire community is proud of. This enterprise also hosts a around 4-6 volunteering days per year to steward our funders, these are managed by our Head of Development and the Fundraising team but this role is envisaged in playing a supporting role in these vital days for our funding.

Upcycling

Our final enterprise is launching in April 2025 focused on upcycling furniture & bike repair for those students keen to be hands-on but in an indoor environment. We have run similar sessions for over a year in our centre so have some experience in the delivery of this type of work to build upon. We have partnerships with local recycling plants to secure furniture ready to be upcycled and a bike repair organisation. We are keen to develop our staff and student capacity to give a second-life to furniture and bikes and ensure these got distributed as best as possible with our community.



Key accountabilities

Leading operations for our enterprises

- Leading on preparation and logistics for our enterprises
- Support students participation in each enterprise alongside wider PiP staff
- Work closely with our curriculum team on the development of enterprise curriculum

Embed our enterprises within our community

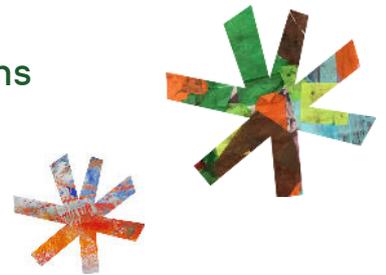
- Work closely with existing partners including Canal & River Trust and British Land.
- Secure new community partners e.g. to host Fruitful or to receive upcycled furniture/bikes
- Raise the profile of the enterprises in close collaboration with our communications team

Play key role in supporting student's employment progression

- Work closely with Employment Co-ordinator and PiP Job Coach to support students through their employment journey
- Support in the administrative processes of in-house student employment e.g. time sheets, contracts, and permission to work documents

Engaging employers and creating opportunities for volunteers and corporate partners to get involved and support our work

- Find and build relationships with prospective employers
- Working closely with the Fundraising and Communications team to ensure work is joined up on engaging business volunteers with wider PiP work



Person specification

Experience and knowledge - (E) = essential and (D) = desirable

- (E) Working with people with learning disabilities, or a similar client group
- (E) Experience of managing or playing a significant role in employment schemes
- (E) Project management, ideally with training schemes
- (E) Task analysis for vulnerable people early in their careers
- (E) Managing projects, including delegation of tasks & monitoring and evaluation of general progress.
- (D) Budget oversight
- (D) Partnership working, across local authorities, charities, and businesses
- (D) Prior experience of working in a front-line charity organisation

Skills and abilities - (E) = essential and (D) = desirable

- (E) Demonstrable problem-solving skills and experience
- (E) Able to work independently and manage a large and varied workload
- (E) Effective communication with people who have complex communication needs
- (E) Able to set-up our enterprises in location e.g. lift weight up to 20Kg
- (E) Able to establish, develop and maintain constructive and professional relationships, both internal and external, with a wide variety of stakeholders
- (D) Managing and completing projects, including delegation of tasks and monitoring and evaluation of general progress.
- (D) Able to support staff development

What's in it for you?

- The salary for this role is between £29,500 & £33,000 dependent on experience with incremental pay progression.
- You'll get 25 days holidays + bank holidays ever year. We're closed for Christmas but the rest of the year you may take leave whenever you wish.
- An extra day of annual leave for each year you've worked with us up to another 5 (30 in total)
- We offer a travel subsidy to help with the cost of commuting.
- We provide a 4% pension contribution
- It's an early finish on Fridays - we close once all students leave around 4pm.
- Free Employee Assistance programme 24/7 with access to counselling
- We offer regular team meals and socials - generally during work hours and they are optional.
- We offer a cycle-to-work scheme and as we're a charity you'll get access to savings like charityworkerdiscounts.com



Working patterns

- This role is based at our 306 Kensal Road centre.
- The contractual hours are 37.5 hours per week. Our core hours are 9-4:30pm
- As an in-person service our staff are generally required to be on-site but we can support occasional homeworking
- With our focus on supporting adults with disabilities we believe it is vital to support our staff with neurodiverse thinking or mobility issues. Many members of our team have reasonable adjustments, including members of our senior management team, and we are happy to discuss these.

Next steps

We ask you to apply by sending us your CV to: jobs@piponline.org.uk

We recognise that your experience may be from unpaid roles as well as paid employment. Please include any voluntary work if it helps to show why you are the right candidate for the job.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact me on the e-mail below if you require any assistance or adjustment so that we can help with making the application process work for you.

If you would like an informal discussion about the role, please email jackt@piponline.org.uk

The closing date for applications is Sunday 30th March 2025. We encourage you to apply early, as applications will be reviewed as soon as they are received and we reserve the right to close the advert sooner subject to finding suitable candidates

This post will require an enhanced DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

