



THE  
DONALDSON  
TRUST

The National Body for Neurodiversity

# Adult Services Team Leader

## Role Profile

March 2026



# About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We believe there is a genuine opportunity to change society for better. We aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

We're a team filled with caring and talented individuals who work together to create positive change. You will be part of a team dedicated to giving neurodivergent people a voice and contributing to our vision of a society in which neurodivergent people are understood, accepted, treated fairly and valued.

## Our Values

### **We share what we know**

We share our knowledge so that more neurodivergent people can thrive.

### **We connect people**

We build partnerships and collaborations to increase opportunity and inclusion for neurodivergent individuals. We achieve more together.

### **We remove barriers**

We work together to look for win-win solutions. We make it easier for neurodivergent people to feel accepted, valued and for their voice to be heard.



# The Role: Adult Services Team Leader

## Job Purpose

The Team Leader is responsible for the day-to-day operational delivery of the Treehouse service, a specialised service for neurodivergent adults who require bespoke packages of wellbeing and learning support.

# Key Responsibilities

- Lead the team of Wellbeing Practitioners in delivering a high-quality care and wellbeing service, ensuring that the individual needs of supported people are effectively met, while meeting and exceeding standards set by the Trust, regulatory bodies and commissioners
- Lead all service people management responsibilities including (but not limited to) recruitment, induction, probationary reviews, P&D (Performance and Development), team meetings, staff rotas, overtime, absence and annual leave, ensuring accurate records are kept
- Support the individual staff, wider team and People Team to ensure staff have completed all necessary training and have CPD (Continual Professional Development) opportunities to ensure best practice in supporting neurodiversity and the specific conditions of supported people
- Lead the E&A (Enquiries and Admissions) process and be the initial first point of contact for supported people, their families and other agencies (social work, health, education etc)



- Lead the development and regular update of individual and service risk assessments, with authorisation from Service Lead
- Provide oversight of PSP (Personal Support Plans) ensuring that supported people are provided with a bespoke programme of wellbeing and learning activities so they can achieve personal goals and work towards their potential
- Support the organisation and facilitation of supported people review meetings
- Lead the weekly quality assurance of medication for supported people and supporting documentation, with Service Lead undertaking monthly checks
- Support the daytoday service spend and make PO (Purchase Order) requests for additional resource and activity
- Ensure the views of supported people, their families, staff and other stakeholders are at the centre of the support received, and wider service delivery and development
- Oversee effective monitoring and evaluation of supported people's journey and personal outcomes, to ensure individual support needs are being met, for continuous service improvement and overall reporting purposes.
- Champion the One Team approach by working collaboratively with SLT (Service Leadership Team) and others across the organisation for sharing, learning and development
- Ensure the health and safety of all who use and deliver the service, monitoring, responding to and reporting any incidents and concerns in line with organisational policy including Safeguarding Policy
- Represent the service and Trust at external meetings and events, where appropriate

**Please note this list of duties is not exhaustive.**

# About You

Below are the key qualifications, experience and knowledge, and skills and attributes required for the role. Please note each criteria is assigned as **Essential** or **Desirable**.

## Qualifications

- Social Care / Healthcare / Additional Support Needs (e.g. SVQ)
- Care Inspectorate Registered Manager (or willingness to work towards)
- Driving licence and willingness to use the Trust's vehicles

**Desirable**

**Desirable  
(Essential)**

**Desirable**

## Experience and Knowledge

- Experience as social care manager
- Working knowledge of Health and Social Care Standards and the SSSC Codes of Practice
- Experience of Care Inspectorate

**Essential**

**Essential**

**Essential**

## Experience and Knowledge

- Demonstrable experience of current adult protection legislation, guidance and practice **Essential**
- Evidenced experience of working with neurodivergent adults with individualised needs **Essential**
- Evidenced experience of using a range of communication methods with adults with additional support needs **Essential**
- Experience of delivering low arousal support and de-escalation behaviour management interventions **Desirable**
- Evidenced experience of working in partnership with parents/carers and multi-disciplinary teams **Essential**
- Evidenced experience of health and safety and risk management **Essential**
- Experience of contributing to self-evaluation processes **Desirable**
- Experience of medication management **Desirable**
- Knowledge of Data Protection and GDPR legislation **Desirable**
- Knowledge of Equal Opportunities legislation **Desirable**

**Please note this list of duties is not exhaustive.**



## Skills and Attributes

- Professional: acting honestly, openly, with integrity and the best interests, of supported people, at all times **Essential**
- Dependable: through consistency, reliability, optimism and cultivating trust to build rewarding relationships **Essential**
- Collaborative: committed to working in a collaborative manner with team, wider colleagues and external stakeholders to deliver the highest quality of support **Essential**
- Curious: continually striving to acquire new knowledge and skills for self and team through CPD whilst enabling self-reflection **Essential**
- Adaptable: showing personal resilience and ability to improvise dependent on the needs of the people we support and wider team **Essential**
- Strong leadership skills with emphasis on teamwork, quality, performance and development management to support continual improvement and for practice excellence **Essential**

**Please note this list of duties is not exhaustive.**





# Remuneration:

- Salary:** £31,960 pro rata, per annum
- Hours:** Full time, 35 hours per week (1 FTE)
- Reporting to:** Adult Services Lead
- Location:** Linlithgow campus
- Pension:** AEGON (up to 12% employer contribution)
- Benefits:**
- Life Assurance Scheme (three times the salary)
  - Employee Assistance Programme
  - Health Cash Plan
  - Doctorline
  - Colleague Discount Scheme
  - Family Friendly Policies
  - Strong commitment to learning and development

# To Apply:

To apply, please complete an online application via our website:

<https://www.donaldsons.org.uk/application-form/>

If you would like to discuss the role further, have any questions, or would like any assistance with your application, please contact us on [people@donaldsons.org.uk](mailto:people@donaldsons.org.uk) and we would be happy to help.

**Closing date: Monday 13 April 2026**

**Interview date: Wednesday 29 April 2026**

