

JOB PACK



Trainer

The Oliver McGowan Mandatory Training
on Learning Disability and Autism



★ Part-time

★ Fixed Term - Contract ends on 1st March
2026



Introduction

This information pack will tell you about jobs for people in Kent and Medway who have a learning disability.

The jobs are as trainers.

If you want to talk to us about the jobs, please email recruitment@bemix.org or call 01227 374285.

To apply for a job, you must have a learning disability. You must also have experience of using health or social care services.

Who is offering the jobs?

3 organisations in Kent and Medway are working together to offer jobs as Trainers.

The 3 organisations are: [bemix](#), [Aucademy](#) and [Kent Autistic Trust](#).
Bemix is your employer.

All 3 organisations believe in co-production. This means Autistic people, people with learning disabilities and other people working together as equals. We believe in self-advocacy. This means Autistic people and people with learning disabilities speaking up for themselves. We value everyone. This includes people of different genders, races, disabilities and beliefs.

Main aim:

To train Health and care Staff to know how to support autistic people and people with learning disabilities. The training is called the Oliver McGowan Mandatory Training on Learning Disability and Autism.

Start date:

Tuesday, 16th December 2025

Please note: the start date of 16th December is subject to the completion of all required employment checks, including receipt of two satisfactory references.

Hours:

Part-Time, 5.5 - 16.5 hours a week. Sometimes, we may be able to offer you more work. The days and times you work each week may be different. We will make sure this fits with your other weekly plans.

Salary:

£4,541.68 to £13,625.04 per annum (depending on the number of hours worked). This is the equivalent to £15.88 per hour.

Pension:

Employer contribution of 5% with salary sacrifice scheme available.

Location:

We have opportunities throughout Kent and Medway. The role involves frequent travel to different training venues across the County.

Duration:

Fixed term contract which will end on 1st March 2026. The contract will be reviewed at the end of February.

Probationary Period:

3 months, this is a trial period at the start of a new role. Due to the length of this contract, your probationary period will continue until the end of your fixed-term contract (1st March 2026).

Notice Period:

2 weeks during the Probationary Period

1 month after a successful Probationary Period

Annual Leave:

For full-time jobs, 25 days per annum plus eight public holidays. For part-time jobs, the amount of annual leave is based on the number of hours that you work.

Line Manager:

Facilitating Trainer

JOB DESCRIPTION

Trainers will train health and care staff to know how to support Autistic people and people with learning disabilities. The training is called the Oliver McGowan Mandatory Training on Learning Disability and Autism.

To watch a video about this training, please visit:

<https://youtu.be/ouhKSOGm49g>

Training is provided in a classroom.

Trainers will need to work face-to-face in a classroom.

PERSON SPECIFICATION

To apply for a job, you need to have some important values, skills and experience.

Values, Skills and Experience	Essential	Desirable
It is important that you care about teaching others and making a difference.	●	
It is important that you are happy to talk about your own experiences with Health and Social Care services.	●	
You need to be good at timekeeping.	●	
It is important that you want to learn new skills.		●
It is important that you respect other people's thoughts and opinions.	●	
It is important that you work well in a team or in a group.		●
It is helpful if you can handle some pressure.		●
Sometimes you may need to challenge the views of others. We will support you with this.		●
It is important that you can be trusted and keep information confidential.	●	
It is helpful for you to know about safeguarding and health and safety		●
It is helpful if you know how to take part in meetings online using Teams or Zoom		●
It is important that you can travel to different places around Kent and Medway (we can support you to plan your journey).	●	
It is important that you have experience of using health or social care services.	●	

If you have the skills and experience for this role and share our values, we'd love to hear from you!

How to apply:

Complete the bemix online application form [here](#).

Application Deadline: Sunday, 7th December 2025 (midnight)

Shortlisting: Monday, 8th December 2025

Interviews: Friday, 12th December 2025

Location: Canterbury Innovation Centre, CT2 7FG

Provisional start date: Tuesday, 16th December 2025

Please note: the start date of 16th December is subject to the completion of all required employment checks, including receipt of two satisfactory references.

Enquiries: recruitment@bemix.org

bemix Safer Recruitment procedures:

Every organisation that works alongside and supports children, young people and vulnerable adults is required to have policies and procedures to make sure those children and vulnerable adults are safe. bemix has robust recruitment and selection procedures in place to identify and deter people who might abuse others or are otherwise unsuitable for employment.

Please take the time to read our Safeguarding statement:

“bemix is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We strive to ensure that consistent effective safeguarding procedures are in place to support families, children and staff in our projects and in work placements.

The Designated Safeguarding Leads (DSLs) are Alan Salter – for young people and Steve Perry for Adults, who can be contacted directly or use the dedicated email: safeguarding@bemix.org.

bemix has policies and procedures in place which all colleagues are expected to work alongside, to deal effectively with child protection, protection of vulnerable adults and safeguarding concerns. To support the training of colleagues, bemix offers a thorough induction into our policies and procedures and mandatory Safeguarding and Prevent training for all colleagues. Training opportunities are identified to ensure that colleagues are able to meet the needs of young people and adults, this includes Safer recruitment and Child Sexual Exploitation training.

All colleagues working alongside bemix use a secure platform (Podio) to record safeguarding concerns, with the DSLs ensuring relevant colleagues only have access to the entry in line with GDPR and our Safeguarding procedures.

The Designated Safeguarding Leads oversee all active cases until closed. All bemix colleagues are responsible for and take an active role in Safeguarding, and where identified work with young people / adults, families and external agencies until a Safeguarding concern is closed. bemix will refer safeguarding concerns to the relevant local authorities safeguarding team and work with young people, adults and families to understand the actions taken, and to maintain a supportive working relationship.

To promote a safe environment for young people and adults at bemix, our selection and recruitment policy includes all statutory checks on staff and regular volunteers

including Enhanced DBS (disclosure and barring service) checks as well as seeking references from previous employers.

Attendance is monitored closely and concerns are shared as appropriate with everyone involved, from young people, adults and parents/carers, Social Care and the school Safeguarding Team.

If you have any serious concerns about someone that attends any bemix projects please do not hesitate to contact a member of the Safeguarding Team who will be able to provide you with the best advice and help using the appropriate degree of confidentiality.”

Criminal Record Self Disclosure:

As part of our Safer Recruitment procedure and to comply with Keeping Children Safe in Education, it is the policy of bemix that all applicants will be required to complete a Criminal Record self-disclosure form as part of the application process. This is a declaration that states that there is no reason why someone applying for a job role with bemix should be considered unsuitable to work with children or vulnerable adults. The self-disclosure form invites candidates to provide details of all unspent convictions, spent convictions and cautions that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Candidates are not required to disclose anything that would currently be filtered from the Police National Computer by the Disclosure and Barring Service. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The Criminal Record Self-Disclosure form is confidential and will not be seen by recruiting managers unless the applicant has been successfully short-listed for the vacant post.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice. All applicants are required to sign and date the declaration.

Completed self-disclosure forms are returned electronically and stored securely, in a confidential on-line workspace. All information provided will be treated as confidential and managed in line with relevant information/data protection legislation. See appendix 1 for an example of the self-disclosure form.

Disclosure and Barring Service (DBS):

An enhanced DBS will be applied for in the following situations:

- Whenever a new person joins (or returns to) the workforce (including if they have an in-date certificate from another organisation, exception may be made in some circumstances if that person is registered with the update service).
- Whenever a new person joins bemix as a volunteer.
- When a workforce member or volunteer's most recent certificate is 3 years old.

Overseas good conduct check:

Good conduct overseas checks are required for any workforce member that is joining and working within the Supported Internship team, who has worked or lived overseas for a period of 3+ months within the past ten years. Requesting Good conduct overseas checks is a requirement of the Department of Education and forms part of the Single Central Record (SCR) pre-employment checks that we (bemix) have to carry out for new colleagues joining the workforce. The Single Central Record (SCR) is a comprehensive record of personnel information that Ofsted can ask to audit as part of standard inspections.

When people apply for a new job role with bemix, they complete the standardised bemix application form, which asks if someone has worked or lived overseas for 3+ months. If they answer yes to this question, then further details should be supplied (by them). If an offer of employment is made, then we (bemix) will need to give the candidate information about applying for 'Good Conduct Overseas Checks'. These are necessary for each Country that they lived/worked in. More information can be found [here](#).

The 'Good Conduct Overseas Check' applications must be made and paid for (some Countries do not charge a fee but others do) by the individual themselves (bemix are not authorised to apply for them on someone's behalf). bemix will consider reimbursing 50% of the cost of the overseas check. Some Countries allow the checks to be applied for on-line and others require the person to make an appointment with the Embassy or High Commission Office, for an in-person application.

Right to Work:

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working –candidates invited to interview will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced. The candidate's original documents must be checked, and a signed and dated copy retained in line with bemix's recruitment and retention policy. The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual's right to work can be found [here](#).

Referencing:

It is bemix's policy to request references from current and former employers, following a successful interview. A conditional offer of employment may be made, and this will be on condition of satisfactory references and Enhanced DBS being applied for and received by bemix.

See appendix 2 for example of the reference request template bemix will send to current and past employers.

Appendix 1. Example of Self-disclosure form for posts involving contact with children and vulnerable adults.

All fields to be completed in full and set as required when using in type form format.

Part one

SELF-DISCLOSURE FORM FOR APPLICANTS FOR POSTS INVOLVING CONTACT WITH CHILDREN AND VULNERABLE ADULTS

bemix is committed to safeguarding children and vulnerable young people and adults from physical, sexual and emotional harm.

As part of our Child and Adult Safeguarding Protection Policy, we require applicants for posts involving contact with children and vulnerable young people and adults to complete this self-disclosure form. This is a declaration that all candidates sign, stating that there is no reason why they should be considered unsuitable to work with children or vulnerable adults. All information will be stored securely and confidentially and will only be read if you are shortlisted for an interview.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

WHAT IS YOUR FULL NAME?

Part two

Have you ever been convicted of any criminal offences?

Yes/No

If Yes, please supply details below of any criminal convictions, including dates:

Note: You are advised under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, warnings and reprimands.

Part three

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children or vulnerable young person or adult?

Yes/No

If Yes, please supply further details below:

Part four

Have you ever had any disciplinary sanction relating to child or adult abuse?

Yes/No

If Yes, please supply further details below:

Note: Please check that if you have answered Yes to any of the questions above, that you have also given sufficient details relating to your answer.

Declaration:

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient

grounds for cancelling my appointment. I understand that I will be asked to apply for a Disclosure Barring Service (DBS) check and consent to do so.

I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signature

Date

Appendix 2. Reference Request template

example



Date

Dear (XXX insert referee name)

Re: (XXX insert candidates name)

Post applied for: (XXX insert the bemix Job role)

The above named person has provided your name as a referee.

We believe that everyone, regardless of having a learning difficulty and/or autism should 'be seen, be heard and belong'.

We support people to gain work and training opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.

We would be very grateful if you could provide us with as much information as possible to support this person's application.

If you could comment on the following points, it would be very helpful:

- The period of time they were employed – start and end date (if applicable).
- The job role that they held/ hold.
- Reliability.
- Suitability to work with people (including children and young people) with learning difficulties and / or autism in a supportive and equal way.
- To the best of your knowledge, has the applicant had any substantiated safeguarding allegations made against them?
- Suitability to work on their own initiative and as part of a team.
- Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?
- To your knowledge, does the named person have any unspent criminal convictions?
- Any other thoughts or information you'd like to share with us.

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