



Neurodiversity Workplace Strategy Coach

Role Overview:

As a Neurodiversity Workplace Strategy Coach, you will engage in tailored one-on-one coaching sessions to assist employees in overcoming workplace challenges associated with specific Neurodiverse conditions, including Dyslexia, Dyscalculia, Autism Spectrum Disorder (ASD), and Attention Deficit Hyperactivity Disorder (ADHD). This may involve addressing issues such as anxiety management, concentration difficulties, time management, workload prioritisation, and work-life balance. Additionally, you will continually enhance your skillset through Continuing Professional Development (CPD) to meet evolving job requirements and business needs.

Job Role & Responsibilities:

- Deliver flexible and inclusive Neurodiversity Workplace Strategy Coaching that aligns with the employee's job role, learning style, and specific needs.
- Encourage and support employees in achieving short-term, medium-term, and long-term goals.
- Adapt dynamically to the changing needs of each individual during coaching sessions.
- Develop effective coaching plans and set goals for the subsequent session.
- Review progress at the start of each session.
- Provide coaching notes, reports, and backup materials for employees to reference as needed.
- Demonstrate genuine enthusiasm for one-on-one interactions.
- Manage paperwork efficiently and promptly.
- Attend sessions in a punctual, professional, and courteous manner.
- Maintain confidentiality and personal boundaries at all times.

**Experience:**

- Demonstrated track record of conducting Workplace Strategy Coaching.
- In-depth knowledge of the challenges employees may encounter and the ability to draw from your experience to support Neurodiverse customers.
- Proficient in IT skills, including the use of Microsoft packages.
- Strong time management and planning abilities.
- Effective communication skills: Friendly, patient, and encouraging.

Qualifications:

- Qualified to a minimum of ILM Level 5 or above in Coaching and Mentoring or equivalent.
- A minimum of two years of experience in coaching, managing or working with adults with neurodiversity and/or mental health problems.

We are committed to accommodating reasonable adjustments during the recruitment process. If you require any adjustments or have specific requests, please contact Chris Kew. We also offer reasonable accommodations within the role to ensure inclusivity and equal opportunity for all candidates and employees.