

Social Justice Coach/ Assistant Psychologist/ Workplace Strategy Coach (Level 1)

Job Description



Salary- £29,500 per annum (pro-rated)



Location - HMPYOI Feltham



Working hours - 37.5 hours per week full-time (22.5 hours working as a Coach/Assistant Psychologist in Feltham and 15 hours working as a Level 1 Workplace Strategy Coach)



Contract - Permanent



Reporting to - Deputy Head of Social Justice

Organisation Overview

Genius Within is a Social Enterprise whose mission is the promotion of neurodiversity within businesses, education, and communities. We work with HR and Occupational Health providing talent management and disability consultancy and intervention, we also work in prisons and with unemployment support providers.

Genius Within's values are passion, professionalism, openness, integrity and loyalty, we want to work alongside individuals who have neuro-inclusion at the heart of what they do and who endeavours to support individuals and the team to ensure high service standards are maintained.

Equality Diversity and Inclusion

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

Genius Within does not require disclosure to make reasonable adjustments. We ask all employees "how can we support you to work at your best" and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

Job Purpose - Coach / Assistant Psychologist

To work in HMPYOI Feltham to screen learners for neurodiversity needs. To deliver group coaching sessions and/ or one to one sessions with individuals if deemed suitable. The sessions will be delivered to enhance the learners understanding of being neurodivergent, their strengths, working memory, wellbeing and communication skills. With an overall aim that after working with them they will be able to engage with education and fulfilled activity whilst in custody.

Main Duties & Responsibilities

Offender Coach/Assistant Psychologist

- Actively manage own workload to balance design, delivery and reporting requirements and achieve required outputs.
- Work within designated prisons, build relationships and promote the programme widely to generate referrals.
- Project manage, design and deliver group and one-to-one interventions, which improve offenders' thinking skills and self-confidence.
- Maintain regular contact, as appropriate and defined by the contract, with those offenders on case load.
- Liaise with a range of stakeholders and agencies to ensure a joined-up service to the offender.
- Undertake our screening tool assessment with offenders to promote their awareness of strengths, and provide appropriate group/1:1 coaching for the identified development areas.

Evaluation and reporting

- Be accountable for timely, accurate and high quality data reporting.
- Ensure all data integrity principles are followed in line with contract requirements.
- Provide robust reporting of interventions in line with audit requirements of the contract.

Stakeholders

- Work collaboratively with key stakeholders, to ensure consistently high standards of delivery.
- Maintain a consistent, positive presence within the designated prisons.
- Participate in regular one-to-one and group review meetings with Head of Social Justice, Deputy Head of Criminal Justice, senior management and key stakeholders including prison staff, commissioners and other partners.

General responsibilities

- Take responsibility for own CPD (Continuing Professional Development) in line with Genius Within expectations.
- Ensure that all Genius Within policies, e.g. Equality and Diversity, Code of Conduct, Safeguarding procedures, Health and Safety, Data Security, are fully applied at all times.
- Ensure accurate and secure handling of data including DBS, case notes, and financial records.
- To be responsible for promoting and safeguarding the welfare of the vulnerable adults you come into contact with.

Business Development

- Recording, reporting and publishing (blog, web, and book) case studies and success stories.
- Promoting the above in meetings with existing providers, and other departments in contractor organisations.
- Attending client meetings, networking events and conferences.
- Contributing to case studies and evaluations.
- Contributing to social media presence, blogging and marketing material.
- Looking out for opportunities for Genius Within when working with strategic partners and contract collaborators.

Knowledge, Skills and Experiences

Essentials

- Experience of supporting offenders in prison and/or the community to progress towards employment, training or education. And/or experience of working with complex challenging clients for example in a residential settings.
- Demonstrable interest/experience in social inclusion.
- Tolerant, non-judgemental attitude towards people who are socially excluded.
- Ability to role model and 'walk own talk' through attention to own patterns of behaviour, learning and career progression.
- Ability to work flexibly and independently with multiple stakeholders.
- Strong communication and motivational skills.
- Proactive resolution of risks and issues.
- Experience with data entry, accuracy and attention to detail.
- Competent and confident in the use of IT, including Microsoft Office, Word, Excel, PowerPoint and Outlook/Office 365.
- Psychology Degree or equivalent.

Knowledge, Skills and Experiences

Desireable

- Strong training design and delivery skills.
- Experience of coaching neurodiverse adults.
- Experience of working with people who are socially excluded.
- Able to demonstrate a resilient and robust approach to working within challenging and unpredictable environments.

Job Purpose - Workplace Strategy Coach (Level 1)

The Workplace Strategy Coach is integral to the success of our services, ensuring participants receive regular, high-quality coaching support, guidance, and training with the aim of developing strengths in their working style, to bring awareness from the client through listening and reflection, then helping the client develop their own strategies, not to consult or otherwise give advice on what specifically their strategies should be.

Genius Within is looking for engaging, empathetic and motivated individuals to support existing associate roles to deliver coaching, awareness and assessments.

You may be required to work on any of the existing coaching contracts, spot purchase contracts and any new coaching contracts that commence in the future. Work will be allocated by the Sales & Client Services Team (SCST) staff.

You will live the company values of passion, professionalism, openness, integrity, and loyalty.

Delivery Expectations

- Due to the variety of work available for delivery, you will be expected to manage your own workload and monthly profitability as an employee.
- Your target is to book 30 hours of client contact time per week. This may be a mixture of 1:1 coaching hours, or a block of training delivery.

Main Duties & Responsibilities

- Provide strategy coaching for clients in areas identified for development, through coaching evaluations, through self-assessment, or through their manager.
- Deliver to an approved standard and be observed delivering at least 2 of these sessions per quarter.

o Coaching

o Co-Coaching Sessions.

o Manager Coaching Sessions.

o Group Coaching Sessions.

- Liaising with the client, their managers, HR, or referrers to develop appropriate strategies for clients that can be supported in their specific workplace.
- Provide regular updates to the Head of Occupational Delivery, discussing challenges and sharing knowledge.

Main Duties & Responsibilities

- Ensure adherence to Commercial Department SLA's and deliver all work in accordance to the SLA's below
 - o Min 60% of referral to move from assigned to first booking within 10 days
 - o Min 80% of coaching session report to be uploaded within 3 days of coaching session
 - o Min 80% of coaching final reports to be uploaded within 3 days of final coaching session
- Ensure accurate reporting of client information on the Genius Within Portal including coaching records, reports and updating of client details.
- Undertake tasks at the discretion of the Occupational Development Lead/Commercial Director to develop, promote and support Genius Within to aspire to the next level.
- Maintain up-to-date knowledge of Core Models and coaching practices.
- Deliver Core Models, Clean Language, Memory Genius and other CPD events.
- Provide a quality service which meets contractual requirements.
- Encourage client feedback and user involvement as directed.

Knowledge, Skills and Experiences

Essentials

- Minimum Level 5 Coaching & Mentoring qualification.
- Completion of the ILM Neurodiversity Endorsement within 12 months of employment.
- Knowledge of neurodivergent conditions and use of Core Models in the workplace - Clean Set-Up, Clean Feedback, drama calmer, triune brain, mind management model, and visual spelling as a minimum.
- Demonstrates use of clean language philosophies and modelling.
- Must be able to work on own initiative, manage workload and keep accurate up to date client records at all times.
- Be familiar with coaching policies, procedures, and resources.
- Use coaching report exemplars as minimum content, supporting peers to tailor coaching to the client's needs.

Desireable

- HR Knowledge

Safeguarding

- Ability to display an awareness, understanding and commitment to the protection and safeguarding of clients/vulnerable adults.
- Ensure that all Genius Within policies, e.g., Equality and Diversity, Code of Conduct, Safeguarding Procedures, Health and Safety, Data Security, are fully always applied.
- Ensure accurate and secure handling of data including client or customer information remain in line with Genius Within's policies.

Company Benefits

- 30 days annual leave pro-rata (with 8 additional days for bank holidays)
- Flexible working
- EAP
- GW Fit Club with online support and community
- Annual Savings Club
- Reflective Practice Sessions
- Mental Health First Aider Team
- Employee Resource Group
- Access to regular CPD events
- Profit Share scheme & EMI Scheme

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The successful candidate must undergo an enhanced DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974). Other relevant recruitment checks may also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.

We recognise the contribution that people with criminal records can make as employees and associates and welcome applications from applicants who meet the role requirements. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Our core values include openness and integrity and we work hard to create a culture built on trust and transparency. This is extremely important in order to serve our community who rely on us to provide a safe space and support for them to unlock their own Genius Within.