

Workplace Strategy Coach/ Assistant Psychologist

Job Description



Salary – £28,000



Location - Homebased – Sussex Region with travel as required



Working hours – Full-time (37.5 hours)



Contract – Fixed-term (12-months)



Reporting to – Delivery Team Leader



Who is Genius Within and What do we do?

Genius Within CIC is a social enterprise established in 2011 to help neurominorities fulfil their potential in employment and their careers. Neurodiversity creates strengths that can benefit workplaces and communities.

We are working towards a future where all adults with neurodiversity will be able to maximise their potential and work to their strengths; where those with problems at work or in custody receive the diagnosis, coaching and support that they need. We provide Assessments, coaching, awareness training and in work support alongside social inclusion work and services for young people.

Equality, Diversity & 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.

Role Overview

The Workplace Strategy Coach/Assistant Psychologist 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 will live the company values of passion, professionalism, openness, integrity, and loyalty

You will be working across any of the existing Delivery contracts, including contracts in our Social Justice Teamwork will be allocated by the Sales & Client Services Team (SCST) staff or your Line Manager.

Due to the variety of work available for delivery, you will be expected to manage your own workload and monthly profitability as an employee.

You will be working towards an individual target of client contact time per week. This will be delivery of different services which is set out below.

Main Duties and Responsibilities

Project & Case Management

- Actively manage own workload to balance design, delivery and reporting requirements and achieve required outputs.
- Work with clients to build relationships and empower them to enter the labour market, carry out initial assessments, providing strategy coaching and signposting.
- Deliver screening calls, Genius Within's Employable Genius course on a group or 1:1 basis (via Zoom/Teams/telephone),
- Maintain regular contact, as appropriate and defined by the contract, with those clients on case load and ensure individual action plans follow SMART principles.
- Liaise with a range of stakeholders and agencies to ensure a joined-up service to the client.
- Ensure accurate reporting of client information on the relevant portal including coaching records, reports and updating of client details.
- 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.

Evaluation and Reporting

- Be accountable for timely, accurate and high-quality data input.
- Ensure all data integrity principles are followed in line with contract requirements.
- Provide robust reporting of interventions in line with audit requirements of public sector contracts.
- Provide impact data to the Social Justice Delivery Team Leader to assist with reporting interventions in line with audit requirements of DWP contracts and internal reporting.

Safeguarding

- Ensure safe working practices are maintained as set out within Genius Within policies & procedures, as well as operating within service guidelines when clients require crisis support.
- Have 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 information, coaching notes, and coaching reports remain in line with Genius Within's policies.

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.

Knowledge, Skills, and Experience

Required

- BSc or similar Level 5 qualification or above, with a relevant background
- Candidates must have experience working in a prison or secure environment, with knowledge of risk management, offender behaviour, and safeguarding protocols.
- 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.
- 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.

Desirable

- HR Knowledge
- Demonstrates use of clean language philosophies and modelling.
- Strong group and coaching facilitation skills.
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.

Business Development

- Record, report and publish (blog, web, and book) case studies and success stories.
- Promote the above in meetings with existing providers, and other departments in contractor organisations.
- Attend client meetings, networking events and conferences.
- Contribute to case studies and evaluations.
- Contribute to social media presence, blogging and marketing material.
- Look out for opportunities for Genius Within when working with strategic partners and contract collaborators.

Other Information

Genius Within is an accredited Disability Confident Leader. If you require any adjustments, please let us know as soon as possible to support you to be at your best during this process.

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. vetting and clearance.